AD-A047 031 OFFICE OF THE CHIEF OF STAFF (ARMY) WASHINGTON DC MA--ETC F/G 15/5
FUNCTIONAL STUDY OF CONUSA (CONTINENTAL U.S. ARMY) MANAGEMENT.(U)
MAY 72

UNCLASSIFIED

1 OF 10

AD A047031

AD A047031

DEPARTMENT OF THE ARM

CONUSA SURVEY

CLOSE

Functional Study of CONUSA Managem

COPY AVAILABLE TO DDC D
PERMIT FULLY LEGIBLE PRO

DDC
NOV 23 19
F.

MAY 1972

DEPARTMENT OF THE ARMY
Washington, D.C. 20310

AD No.
DDC FILE COPY

DISTRIBUTION STATEMENT A
Approved for public release;
Distribution Unlimited

Unclassified

SECURITY CLASSIFICATION OF THIS PAGE (When Data Entered)

REPORT DOCUMENTATION PAGE

READ INSTRUCTIONS BEFORE COMPLETING FORM

1. REPORT NUMBER	2. GOVT ACCESSION NO.	3. RECIPIENT'S CATALOG NUMBER

4. TITLE (and Subtitle)

(6) FUNCTIONAL STUDY OF CONUSA (CONTINENTAL U.S. ARMY) MANAGEMENT.

5. TYPE OF REPORT & PERIOD COVERED

(9) Final rept.

6. PERFORMING ORG. REPORT NUMBER

7. AUTHOR(s)

8. CONTRACT OR GRANT NUMBER(s)

9. PERFORMING ORGANIZATION NAME AND ADDRESS

MANAGEMENT INFORMATION SYSTEMS DIRECTORATE
OCSA, HQ, DEPT OF ARMY, PENTAGON, WASH. D.C. 20310

10. PROGRAM ELEMENT, PROJECT, TASK AREA & WORK UNIT NUMBERS

(12) 1881p.

11. CONTROLLING OFFICE NAME AND ADDRESS

STUDY MANAGEMENT OFFICE, OCSA, HQ, DEPT OF ARMY, PENTAGON, WASH. D.C. 20310

12. REPORT DATE

(11) May 72

13. NUMBER OF PAGES

Approx. 2,790 total

14. MONITORING AGENCY NAME & ADDRESS (if different from Controlling Office)

Office of the Chief of Staff (Army) Washington, D.C. Management Information Systems Directorate

15. SECURITY CLASS. (of this report)

Unclassified

15a. DECLASSIFICATION/DOWNGRADING SCHEDULE

16. DISTRIBUTION STATEMENT (of this Report)

Public release authorized; Distribution unlimited.

17. DISTRIBUTION STATEMENT (of the abstract entered in Block 20, if different from Report)

Unlimited

18. SUPPLEMENTARY NOTES

19. KEY WORDS (Continue on reverse side if necessary and identify by block number)

CONUSA Management; CONARC; Reorganization; Installation Management; Functions; Management Functions; Area Commands. Major Command Reorganization.

410 473

20. ABSTRACT (Continue on reverse side if necessary and identify by block number)

The primary purpose of this study was to validate, from a CONUS Army (CONUSA) headquarters perspective, conclusions contained in a previously conducted study entitled "Functional Study of Installation Management, April 1972" (hereafter referred to as the Installation Study). The purpose of the Installation Study was to construct a current installation management model which served to evaluate alternative organizational concepts. Three organizational concepts were developed during the Installation Study to support a possible

DD FORM 1 JAN 73 1473 EDITION OF 1 NOV 65 IS OBSOLETE

UNCLASSIFIED

reorganization of CONARC.

This functional study consists of an Executive Summary and four additional separate documents. One is the main study itself. The second is a Survey Report which documented the functions, subfunctions and items, with related staffing and reports, currently being performed at the CONUSA. The third is the CONUSA Analysis, which provides the reorganization planner the detailed analysis essential for making decisions pertaining to each functional area and item surveyed. The fourth document, entitled ADP and Reports Analysis, represents a separate project, to depict the processing and distribution of reports by major subordinate commands and to develop reports flow models for the Force, Doctrine and Training (D&T), and Area Commands subsequent to reorganization.

This study was primarily concerned with current CONUSA management functions and, upon reorganization, disposition thereof and the performance of those residual functions by the Area Command. Material contained in this study is limited to 41 functional areas and items. Although the study is functionally oriented, it provides the reorganization planner the necessary facts on which to base valid and sound reorganizational decisions concerning Area Command Management.

CONUSA SURVEY FORM

FUNCTIONAL AREA Comptroller - Budget

POINT OF CONTACT Mr. J. F. Kirst

NAME OF OFFICE Program & Analysis

TELEPHONE 2700

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Operating Program Review	C	2	2	2	3	Input for this sub-function is received from other staff offices of HQ FUSA.
Command Operating Program	E	2	2	2	3	COP is developed based on guidance from HQ CONARC and on information received from other staff offices of HQ FUSA.
Reports Control	A	2	1	1	3	This function provides centralized control for FUSA reports.

CONUSA SURVEY
GENERAL TABLE OF CONTENTS

PART I - PERSONNEL

A.	Military Personnel	Annex A
B.	Civilian Personnel	Annex B
C.	Other DCSPER Activities	Annex C
D.	Force Development	Annex D
E.	Individual Training	Annex E
F.	NCO Academy	Annex F
G.	Mobilization Planning	Annex G
H.	Other Areas Surveyed	Annex H

PART II - LOGISTICS

A.	Logistics	Annex A
B.	Military Construction Army	Annex B
C.	Stock Fund	Annex C
D.	MEDDAC	Annex D
E.	Camps Pickett and Hill	Annex E
F.	Oakdale Support Detachment	Annex F
G.	ROTC	Annex G
H.	Area Support	Annex H
I.	Command Relations	Annex I
J.	Readiness Reporting	Annex J
K.	Domestic Emergencies	Annex K
L.	Intelligence	Annex L
M.	Unit Training	Annex M
N.	DAMPL	Annex N
O.	Reserve Components	Annex O
P.	Other	Annex P

ACCESSION for
NTIS White Section
DDC Buff Section
UNANNOUNCED
JUSTIFICATION
1473
BY
DISTRIBUTION/AVAILABILITY CODES
Dist SPECIAL
A 23 CP

DISTRIBUTION STATEMENT A
Approved for public release;
Distribution Unlimited

PART III - BUDGET AND FINANCE

A.	Budget	Annex A
B.	Financial Accounting and Reporting	Annex B
C.	Hardware	Annex C
D.	Communications	Annex D
E.	MISO-DPA Operations to DA Study	Annex E
F.	Other Areas	Annex F

FIRST UNITED STATES ARMY - PERSONNEL

Table of Contents

	Page
PART I, TEAM 1 SUMMARY	1
Annex A - MILITARY PERSONNEL	A
Appendix I - HQ Unit Personnel Branch	A-I
Tab A - Reports Collection Form	A-I-A
Tab B - Functions Survey Form	A-I-B
Appendix II - Personnel Actions	A-II
Tab A - Reports Collection Form	A-II-A
Tab B - Functions Survey Form	A-II-B
Appendix III - Personnel Management	A-III
Tab A - Reports Collection Form	A-III-A
Tab B - Functions Survey Form	A-III-B
Appendix IV - Reenlistment	A-IV
Tab A - Reports Collection Form	A-IV-A
Tab B - Functions Survey Form	A-IV-B
Appendix V - Personnel Accounting - Active Army	A-V
Tab A - Reports Collection Form	A-V-A
Tab B - Functions Survey Form	A-V-B
Tab C - Active Army Section Organization Chart	A-V-C
Appendix VI - Personnel Accounting - Reserve Forces	A-VI
Tab A - Reports Collection Form	A-VI-A
Tab B - Functions Survey Form	A-VI-B
Tab C - Reserve Forces Section Organization Chart	A-VI-C
Appendix VII - Military Personnel Functions, DCSPER	A-VII
Tab A - Reports Collection Form	A-VII-A
Tab B - Functions Survey Form	A-VII-B
Annex B - CIVILIAN PERSONNEL	B
Appendix I - FUSA Civilian Personnel Function Staff	B-I
Tab A - Office Structure	B-I-A
Tab B - Functions Survey Form	B-I-B
Tab C - Office Functions	B-I-C
Tab D - CONARC CPO Comparison	B-I-D
Tab E - FUSA Civilian Personnel Division - TDA	B-I-E
Tab F - FUSA Civilian Personnel Program Document (1A Reg 690-17)	B-I-F

Table of Contents (cont)

		Page
Appendix II -	First Army CPO	B-II
Tab A -	FUSA Major Activities and CPO	B-II-A
Tab B -	FUSA Civilian FY 72 End Strengths	B-II-B
Tab C -	FUSA USAR Technicians (Authorized/Actual by ARCOM, showing servicing CPO)	B-II-C
Appendix III -	Guidance Flow	B-III
Tab A -	FUSA Map, Showing CPO Locations	B-III-A
Tab B -	Labor Relations Staff Guidance Flow Examples - CONUSA to Installations	B-III-B
Tab C -	Staff Guidance Visits to Installations 1970 - 1971	B-III-C
Tab D -	General Position/Pay Management Staff Guidance Flow Examples - CONUSA to Installations	B-III-D
Tab E -	Position/Pay Management Staff Guidance Flow Examples - Average Grade Control/Reduction - CONUSA to Installations	B-III-E
Tab F -	Civilian Personnel Program Report - Consolidated for FUSA Installations	B-III-F
Appendix IV -	Reports	B-IV
Tab A -	Reports Survey Form	B-IV-A
Appendix V -	Verification of Forms B and C	B-V
Tab A -	Essential Elements of Analysis Questions	B-V-A
Tab B -	Alternative I, Forms B and C	B-V-B
Tab C -	Alternative II, Forms B and C	B-V-C
Tab D -	Comparative Analysis	B-V-D
Annex C -	OTHER DCSPER ACTIVITIES	C
Appendix I -	Modern Volunteer Army (MVA) and Services, ACS	C-I
Tab A -	Reports Collection Form	C-I-A
Tab B -	Functions Survey Form	C-I-B
Tab C -	Reports Collection Form	C-I-C
Tab D -	Functions Survey Form	C-I-D
Appendix II -	Special Services and Nonappropriated Funds (NAF)	C-II
Tab A -	Reports Collection Form	C-II-A
Tab B -	Functions Survey Form	C-II-B
Tab C -	Reports Collection Form	C-II-C
Tab D -	Functions Survey Form	C-II-D
Tab E -	Current NAF Procedures	C-II-E
Appendix III -	Drug Alchohol Control and Equal Employment Opportunity (EEO)	C-III
Tab A -	Reports Collection Form	C-III-A
Tab B -	Functions Survey Form	C-III-B

Table of Contents (cont)

	Page
Appendix IV - Safety	C-IV
Tab A - Reports Collection Form	C-IV-A
Tab B - Functions Survey Form	C-IV-B
Tab C - Safety Guidance Letter	C-IV-C
Appendix V - Education	C-V
Tab A - Reports Collection Form	C-V-A
Tab B - Functions Survey Form	C-V-B
Tab C - Education Guidance Letter	C-V-C
Annex D - FORCE DEVELOPMENT	D
Appendix I - Programing	D-I
Tab A - Questions and Responses	D-I-A
Appendix II - Allocations	D-II
Tab A - Questions and Responses	D-II-A
Appendix III - Requirements	D-III
Tab A - Questions and Responses	D-III-A
Appendix IV - Civilian Funding	D-IV
Tab A - Questions and Responses	D-IV-A
Appendix V - Unit Documentation	D-V
Tab A - Questions and Responses	D-V-A
Tab B - Delegation of Approval Authority	D-V-B
Appendix VI - Reports	D-VI
Tab A - Reports Collection Form	D-VI-A
Appendix VII - Functions	D-VII
Tab A - Force Structure Branch	D-VII-A
Tab B - Documents Branch	D-VII-B
Tab C - Manpower Branch	D-VII-C
Annex E - INDIVIDUAL TRAINING	E
Appendix I - Reserve Components	E-I
Tab A - Reports Collection Form	E-I-A
Tab B - Functions Survey Form	E-I-B
Appendix II - Active Army	E-II
Tab A - Reports Collection Form	E-II-A
Tab B - Functions Survey Form	E-II-B

Table of Contents (cont)

Annex F - NCO ACADEMY	F
Appendix I - Functions Survey Form	F-I
Annex G - MOBILIZATION PLANNING	G
Appendix I - Functions Survey Forms	G-I
Tab A - CONUSA Survey Form (Instructions)	G-I-A
Tab B - Completed CONUSA Survey Form	G-I-B
Appendix II - Reports Collection Form	G-II
Appendix III - Flow Chart and Narrative	G-III
ANNEX H - OTHER AREAS SURVEYED	H
Appendix I - DCSPER	H-I
Tab A - Reports Collection Form	H-I-A
Tab B - Functions Survey Form	H-I-B
Tab C - Reports Collection Form	H-I-C
Tab D - Functions Survey Form	H-I-D
Appendix II - Adjutant General	H-II
Tab A - Reports Collection Form	H-II-A
Tab B - Functions Survey Form	H-II-B
Appendix III - Information Office	H-III
Tab A - Reports Collection Form	H-III-A
Tab B - Functions Survey Form	H-III-B
Tab C - IO Office Structure	H-III-C
Appendix IV - Inspector General	H-IV
Tab A - Reports Collection Form	H-IV-A
Tab B - Functions Survey Form	H-IV-B
Appendix V - Provost Marshal Office	H-V
Tab A - Reports Collection Form	H-V-A
Tab B - Functions Survey Form	H-V-B
Tab C - Organization - PMO	H-V-C
Appendix VI - Staff Judge Advocate	H-VI
Tab A - Reports Collection Form	H-VI-A
Tab B - Functions Survey Form	H-VI-B
Tab C - Military Justice	H-VI-C
Tab D - Procurement	H-VI-D
Tab E - Personnel Management and Actions	H-VI-E
Tab F - Reserve Affairs	H-VI-F
Tab G - Claims	H-VI-G
Tab H - Litigation	H-VI-H
Appendix VII - Chaplain	H-VII
Tab A - Reports Collection Form	H-VII-A
Tab B - Functions Survey Form	H-VII-B

PART 1 - TEAM 1 SUMMARY

METHODOLOGY

1. Team 1 surveyed the following functional areas at Headquarters, First United States Army (hereafter referred to as HQ, FUSA or FUSA), and the collection of information is arranged in the following order:

a. Military Personnel - Annex A.

b. Civilian Personnel - Annex B.

c. Other DCSPER Activities - Annex C.

d. Force Development - Annex D.

e. Individual Training - Annex E.

f. NCO Academy - Annex F.

g. Mobilization Planning - Annex G.

h. Other Areas Surveyed - Annex H.

2. Prior to an elaboration of the methodology involving the planning, preparation, and actual conduct of the Continental US Army (CONUSA) Survey an explanation is in order with regard to four annexes listed above which did not appear in the Team 1 portion of the installation Management Survey. At the request of CONARC during the week of 10 April 1972, the Study Group was requested to add two areas to its list of areas/functions surveyed at FUSA. These two areas are Individual Training and the NCO Academy which appear at Annexes E and F, respectively. The Study Group added another area as well, that of Mobilization Planning. The fourth annex to be added, Annex H, covers "Other Areas Surveyed" which is a functional analysis of selected offices of the General and Special Staff of HQ, FUSA. The last page of this summary contains a diagram of HQ, FUSA annotated to show each staff agency for which Team 1 had primary responsibility. A split responsibility exists for the Deputy Chief of Staff, Operations and Training (DCSOT) because of the differences in individual training (Team 1) and unit training (Team 2). Teams 1 and 2 have therefore shared the analysis and survey of this General Staff Office. The remainder of the FUSA General and Special Staff is divided among Teams 2 and 3 of the CONUSA Study Group.

3. Preparation prior to arrival of the team onsite at FUSA included verification of the team organization and an assurance of adequate functional specializations in the areas to be surveyed. (Since specialization in the area of individual training was lacking, a member of the Training Division, DCSOT, FUSA was assigned to assist in data collection and functional analysis.)

4. In addition to the Team's own preparations for the FUSA survey, requests for data and information had been placed with a FUSA liaison officer who reported to the Teams' Fort Monroe location and returned to HQ, FUSA with the necessary requirements. This information was then made available at the time of Team arrival at FUSA.

5. Based on the guidance furnished to the Team prior to its arrival, the established goals of the CONUSA Survey were:

a. To capture a total picture of current management procedures.

b. To identify possible savings based on elimination of management functions. Implicit in these survey goals was a determination if previous functional recommendations, as they pertained to organizational concepts I, II and III, would remain viable in light of CONUSA findings.

6. In order to seek the accomplishment of the Survey goals, it was necessary to develop questions and data collection forms which would be standardized for all three teams. Two standardized forms were developed.

a. The CONUSA Reports Collection Form was designed in such a fashion so that every report which leaves the installation and arrives at FUSA could be captured thereon. Additionally, the form is designed to reflect what the FUSA does with these reports.

b. A second form was designed and used by the Team to identify functional areas and subfunctions within the functional areas. It provided a means of determining what action is currently being taken at this particular CONUSA within subfunctions, the number of authorized and actual personnel who perform these functions and tentative recommendations on the disposition of the function/subfunctions.

c. Since the forms by themselves would be meaningless without instructions or some explanatory notes, instructions (used by the team members) have been added to the first set of each form appearing in the Team 1 report. The instructions apply equally to all subsequent sets and appear at Tabs A and B of Appendix I to Annex A.

7. Team 1 then became thoroughly familiar with the FUSA Reports Control Register since this document would relate to the Reports Collection Form. Secondly, the team studied 1A Memo 10-1, 30 August 1971, subject: Organization and Functions, Headquarters, First United States Army, because an understanding of functional locations within the FUSA General and Special Staff was necessary to an intelligent approach to the survey. (References are made to 1A Memo 10-1 throughout the report but due to its volume it is not included as an integral part of this report, but is available in the Team 1 reference file, if required.)

8. The actual data gathering process was conducted through office visits, interviews, reports verification and documentation and an analysis of written and unwritten functional statements. The research and collection of material was not isolated to only the FUSA level but included questions and fact finding of interface with superior and subordinate organizational levels when this was appropriate or necessary to the data collection and analytical effort.

9. The organization of the Team 1 portion of this study consists of the "Capstone" summarization which begins in the following paragraph; Annexes A through H which highlight analyses contained in the appendices; the appendices themselves, and tabbed information supporting the appendices.

SUMMARIZATION

1. Military Personnel.

a. HQ Unit Personnel Branch.

(1) The HQ Unit personnel Branch provides personnel services to military personnel assigned or attached to HQ, FUSA, FUSA Support Element, ROTC Instructor Groups, and the FUSA Student Detachment. Actions which cannot be approved by the personnel officer are forwarded to FUSA and from there to CONARC or DA as required for final decision.

(2) Personnel support will be required for individuals assigned to each command headquarters regardless of location. Control over the Student Detachment can be satellited on selected installations based on geographical location.

(3) Savings are anticipated in this area because of the transfer of functions to installation level.

b. Personnel Action.

(1) Most personnel actions originate at unit level and are forwarded to the commander exercising GCM authority for approval. There are no functions in this area which can be eliminated. Changes required by reorganization will be the level of approval/disapproval authority and designation of geographical areas of responsibility for major commands for such functions as casualty reporting.

(2) The majority of personnel actions will be approved at Force and D&T commands. DA does not have the capability to receive personnel actions directly from installation because of the vast volume of paperwork involved and an impossibly unwieldy span of control.

(3) Regardless of major command organizational structure, personnel actions functions must still be performed. Rerouting of reports will not decrease personnel requirements. Transfer of approval authority to Force and D&T commands might decrease personnel requirements because of consolidation but this cannot be determinèd by this survey.

c. Personnel Management.

(1) FUSA performs internal personnel management functions which involve maintenance and monitorship of unit strengths, personnel levies for special requirements (e.g., summer camp for ROTC and Reserves), conduct of CPMI inspections, dissemination of personnel management in information, consolidation and processing of reports from installations, and validation of personnel requisitions. FUSA also serves as approval authority for certain personnel management actions such as classifications, reassignments, and administration of the Qualitative Management Program for those units which do not have GCM authority. Finally, FUSA provides a link between DA and installation level, serving as a focal point for consolidation of those personnel management actions and reports which must go up the chain of command to CONARC and DA.

(2) Basic personnel management will continue to be performed at installation level. Some functions (e.g., 2d retests on the Army Classification Battery) and some reclassification actions could be delegated to the installation commander. The remainder will have to be performed by Force and D&T Commands.

(3) Consolidation of personnel management functions at two major commands could possibly result in some personnel savings but these cannot be determined by this survey.

d. Reenlistment.

(1) The reenlistment function is currently performed by the Reenlistment Branch of the First US Army AG. Its primary job is to monitor the reenlistment program in FUSA, provide area support for those units which do not have a permanently assigned career counselor, and furnish statistical reports to CONARC.

(2) The reenlistment monitorship function could be relocated to Force and D&T Commands.

(3) Some savings in personnel is anticipated.

e. Personnel Accounting - Active Army.

(1) The Active Army Section currently performs the Personnel Accounting function for FUSA under AR in the 680-series and as programmed by USA Computer Systems Command. The Active Army Section consolidates, processes, and forwards to HQ DA, personnel data from all installations and units in the servicing area of FUSA. Some installations are operating with automated subsystems (i.e., PERMACAP and BASOPS) and their data must also flow through the Personnel Accounting Branch, Active Army Section for processing before being forwarded to HQ DA.

(2) This current operation must remain essentially "as is" until the capability of direct reporting to HQ DA from the installation via SIDPERS becomes a reality CONUS-wide. After full extension of SIDPERS, the functions may be transferred to those SIDPERS units at the installation responsible for processing the installtion and satellite units. Only then with direct reporting to HQ DA can any portion of the Active Army Section be eliminated and should not be moved.

(3) Based on the assumption that SIDPERS will approved and extended, regardless of a reorganization decision, the CONUSA's current function of processing Active Army personnel data will not be required. At this time, staffing guides have not been approved; however, it can be assumed that an increase in the automated personnel accounting area will occur. It must be noted that the increase in this area will occur with a resulting decrease in other areas that were previously manual. Some of these areas are automated orders writing, automated requisitions, and automated assignments.

f. Personnel Accounting - Reserve Forces.

(1) The Reserve Forces Section currently performs the Reserve Personnel Accounting function for FUSA under the guidance and programs from the Reserve Components Personnel and Administration Center (RCPAC), St. Louis, Mo. The Reserve Forces Section performs the required control, coding, and processing to insure that accurate and current Reserve Personnel data is provided to the individual, the units, and RCPAC. The element at IGMR basically performs the coding and data reduction for input to the computer at FUSA.

(2) The current operation should not be change under the reorganization since one of the major functions of the area commander will be the administration of the USAR. Conceivably, the IGMR element could be relocated, but should be thoroughly investigated as to the consequences

of such a move. Since the IGMR will also be under control of the area commander, little need is seen for a relocation for the sake of relocation.

(3) A savings in this area is not anticipated.

g. Military Personnel Functions - DCSPER.

(1) Certain military personnel functions are performed by the Military Personnel Military Personnel Management Branch, Plans, Programs and Operations Division, DCSPER. Primary responsibilities of DCSPER in this area are monitorship of the personnel aspects of unit readiness of STRAF, REFORGER, and designated GSF units; requisition and assignment of officers to ROTC, USAR, ARNG, and HQ FUSA; coordination and distribution of the Projected Requisition Authority (PRA) to installations; establishment of personnel policies regarding distribution and management of personnel; and coordination of the assignment of individuals to support Reserve Component summer camp.

(2) The functions being performed by DCSPER which pertain to assignment of officers to ROTC, USAR, and ARNG duties should be transferred to the area command. Monitorship of unit readiness should become a Force Command responsibility. The remaining personnel functions are associated with command management and should be performed at Force and D&T Command.

(3) A potential savings should be realized by moving the function of assignment of officers to Reserve Components to the area commands in that the command elements will be consolidated from four armies to three area commands. The functions pertaining to active duty personnel will be transferred from four armies to D&T and Force Command, hence, a savings will occur from the merger.

2. Civilian Personnel.

a. The CONUSA Survey served to clarify and substantiate most conclusions that were arrived at following the installation survey. The CONUSA civilian personnel staff interfaces with the installations for civilian guidance, reports, and problems. The problems normally fall into the area of installation Civilian Personnel Office (CPO) functions (e.g., labor relations). Based on the survey, all functions that are currently being performed at the CONUSA will continue to be required and can best be performed in the future at Force and D&T Command HQ, with the possible exception of reports consolidation. The reports function could be performed at Force and D&T Command or at DA.

b. The following paragraphs summarize how civilian personnel operations will function after the reorganization:

(1) Installation - All functions currently being performed will continue. The only changes envisioned are:

(a) Ft Knox will have operational responsibility for civilian personnel now serviced by the Columbus, Ohio, CPO. This can be accomplished with onsite CPO representative(s) in Columbus, or with the Columbus CPO continuing to operate but as a sub-CPO of Ft Knox.

(b) Reports will flow to Force Command and D&T Command as opposed to a CONUSA/AREA Command.

(c) Due to revised support agreements, installation CPO will

probably be required to service area Reserve and ROTC civilians.

(2) Area Command - This headquarters should have a civilian personnel staff to manage USAR civilians. A total of approximately eight personnel will be required to support the USAR civilian staff function at the three area headquarters staff function at the Area Headquarters will be as follows:

(a) Receives USAR civilian management reports from Force Headquarters.

(b) Provide Reserve civilian guidance to installation CPO.

(3) Force and D&T Command Headquarters - These headquarters would pickup all existing CONUSA functions with the possible exception of reports consolidation (disposition of this function has not been determined) and the reserve support provided for Area Command headquarters ((2) above). The staff requirement at both headquarters will be approximately 34.

(4) DA - The only potential change at DA is reports consolidation and distribution. If DA becomes responsible for the reports consolidation function, the DCSPER civilian personnel staff will have to be increased by 10 employees. If the reports function goes to Force and D&T, the command staff will have to be increased by 10 personnel (total for both headquarters).

(5) As a result of the reorganization, CONARC HQ will be eliiminated. CONARC currently employs approximately six personnel.

(c) Approximately 15 net spaces or a 22% civilian staff reduction will occur as a result of the overall reorganization.

3. Other DCSPER Activities

(a) The category of Other DCSPER Activities was investigated in the same functional categories surveyed at installation level. The CONUSA survey reinforced the previous conclusions that no adverse effect would be felt by this functional area due to reorganization. There are preliminary indications, subject to further analysis, which would point to certain command relations being affected in subfunctions at reorganization.

(b) With regard to the level at which the management of these functions will appear, the following is submitted as a hypothesis:

(1) Installation level activities with necessary guidance or information directly provided by DA would appear to include Modern Volunteer Army (MVA), Army Community Services (ACS), Nonappropriated Funding and Drug and Alcohol Control. These functions now report through, but are, for the most part, only influenced by DA in changes to policies and procedures.

(2) The Area Command may be the recipient of a coordinating function for Special Services activities in only the coordination of intra-area sports competition. The Active Army Education Program, however, has area support requirements which will require some minimal staffing at the Area Command. This staffing would be provided to assure the proper geographical coverage of education services, but would take NO active part in program development or inplementation.

(3) The Major Command level is expected to require staffing and should have active influence on the operation of the Education Program, Equal Employment Opportunity and Safety. The desires of

the commanders concerned may dictate the level of participation for this command level in the Special Services category.

(4) As stated in the installation discussion, DA direct to installation action can be expected in MVA, ACS, Nonappropriated Funding, and the Drug and Alcohol Control programs.

(5) No activities are expected to be eliminated as a result of reorganization.

(a) Specific savings of personnel now devoted to the functions mentioned here should approximate 20% of the current CONARC-CONUSA staffing. More detailed evaluation of this question will be accomplished prior to completion of the final CONUSA analysis.

4. Force Development.

a. The Force Development Division, DCSOT, accomplishes the following manpower functions for HQ, FUSA:

(a) Manpower Programing

(b) Manpower allocation

(c) Civilian Funding Input

(d) Unit documentation

Essentially, action taken to accomplish these functions consist of processing, consolidating, reviewing, and forwarding of data both to CONARC and to installations.

b. Force development functions listed above are, and will continue to be, essential functions at installation level. It appears feasible and desirable to eliminate these functions from the CONUSA except for those spaces associated with Reserve activities, upon reorganization. A residual capability for accomplishing manpower functions for the Area Command Headquarters, Reserve Components, Advisory Groups, area support activities, ROTC detachments is deemed necessary. Consolidation of Force Development capabilities at both Force and D&T Commands is considered necessary for meeting the goals of reorganization. Force structuring, which is primarily accomplished at HQ DA, will continue to be a mission of that headquarters. The elimination (or reduction) of manpower functions appears feasible at CONUSA level only.

c. The consolidation of Force Development activities at major command level provides potential for significant manpower savings.

5. Individual Training.

a. Individual Training Branches of DCSOT and DCSRF provide the implementation of the individual training program for FUSA. The DCSOT Individual Training Branch monitors the Active Army individual training at two training centers through records, reports, and staff visits. DCSOT consolidates school attendance reports and forwards to CONARC. It allocates bulk quotas to installation for schools. The DCSRF Individual Training Branch performs the identical function for personnel of the Reserve Components. Additionally it sets up USAR schools and determines eligibility of individual to attend the various schools.

b. The Active Army Individual Training function should be trans-

ferred to D&T Command. The Reserve Component Individual Training function should remain at the CONUSA/Area Command.

c. Potential Savings. The Active Army Individual Training function will be absorbed by D&T Command and a savings in personnel will result. The Reserve Component Individual Training functions must continue at the CONUSA Area Command. No savings are anticipated.

6. NCO Academy.

a. The FUSA NCO Academy is in being to graduate individuals with a broadened knowledge of what is required of an NCO and to instill in him the self-confidence and sense of responsibility required to make him a capable leader of men. FUSA consolidates one report for forwarding to CONARC. No other functions are performed by FUSA.

b. The management of the NCO Academy function should be assumed by D&T Command.

c. Negligible savings will result in this staffing arrangement with this area subject to further analysis.

7. Mobilization Planning.

a. This function is a joint effort of DCSOT and DCSRF. These two offices were surveyed to determine functions/tasks performed by each with a view toward determining support provided by this CONUSA HQ to installations, HQ CONARC, and DA. In essence, it was determined that mobilization planning, per se, primarily consisted of passing guidance from higher headquarters down the chain of command, and passing documents in response thereto back up the chain of command. However, all Force Development functions for peacetime management of Reserve and NG units and management of these units in light of mobilization requirements is accomplished by the DCSRF. This function will continue to be performed by the CONUSA/Area Support Command.

b. In view of the above, the following is envisioned with regard to mobilization planning:

(1) Installation. No change in current procedures except the installation will receive guidance from and report to the appropriate major command.

(2) CONUSA/Area Command. This command will provide mobilization guidance to Reserve Component units. It will receive mobilization planning guidance from the Force Command, and from the D&T either directly or through the Force Command depending upon peacetime assignment/operational control of Reserve Component units. The command will prepare mobilization plans and an Expanded Non-Deployable Mobilization Troop Basis (ENDMTB) for the mobilization mission of the Headquarters itself and units assigned to the headquarters. In effect, the function will remain at CONUSA/Area Support Command, but the span of responsibility will be reduced.

(3) Major Command. Each new major command will be assigned the mission of mobilization planning to include: developing plans, providing guidance to subordinate installations, units, and to the CONUSA/Area Support Command (either directly or indirectly); recommending to DA the stationing of units (Active and Reserve Components); developing an Expanded Non-Deployable Mobilization Troop Basis and preparing TAADS documentation incident thereto.

(4) DA. No change in current procedures except to provide guidance to and receive recommendations/documentation from the two commands (Force and D&T Command) rather than from the one (HQ CONARC) now in existence.

(5) Elimination. There will be no elimination of functions or tasks. There will be a shift in degree of workload from the CONUSA level to the major command level incident to overall planning and Active Army documentation since installations will report directly to a major command.

c. Potential Savings. None. Mobilization planning per se, to include developing and maintaining the ENDMTB at CONUSA HQ is a part-time responsibility of two individuals which will be absorbed by the staff remaining at the CONUSA Command. However, dealing directly with installations will require the services of at least one more individual at each of the two new major commands. Personnel in support of Reserve Component mobilization planning and TAADS documentation will remain at the CONUSA/Area Command.

8. Other Areas Surveyed.

a. DCSPER

(1) DCSPER activities not included in previous annexes include Post Exchange, Band, WAC, and Plans and Programs (P&P) functions. Post Exchange activities remain a function of the Army and Air Force Exchange System (AAFES) with command desires implemented only after approval of that headquarters. WAC and Band activities are monitor and advise functions which are necessary, should the proper resources be located within the command in question. Review of plans and budgetary requests from installations is accomplished within the DCSPER P&P Division.

(2) There is not now a need to establish staff control (specific individuals-full time) higher than installation level for Post Exchange activities. Band and WAC functions will be found at that headquarters which has sufficient of these resources to require staff support. The expected level at which the previously mentioned functions will appear is the installation. The DPCA will continue staff supervision over PX activities with DA and AAFES information coming to the installation without interim headquarters influence.

(3) Specific savings in the above categories should be limited to the current spaces allocated the DCSPER activities.

b. Adjutant General.

(1) Administrative Services

(a) Existing Situation: For the most part, the functions performed by the Administrative Services Division are solely for the benefit of the CONUSA Command Group and are common to headquarters element throughout the Army. The interaction between the installation, CONARC, and DA occurs in the areas of records/forms management and postal printing and publications programs and represents a relatively small portion of the overall workload performed by the division. The directives relating to these areas are well-defined by either Army regulations, JCS directives, or as established by legal stature. CONUSA involvement is limited to conducting inspection, staff visits, providing guidance, supervising the programs, and collecting and consolidating data for subsequent transmittal directly to DA or to CONARC for futher consolidation and dispatch.

(b) Function. None of the functions currently being performed could be eliminated for previously stated reasons. They would merely transfer and be performed to lesser degree by those headquarters or combination of headquarters which assume the current mission of CONUSA. For example, approximately 60% of the printing plant's output is in direct support of CONUSA unique requirements. In the pure sense, elimination of CONUSA would eliminate the function of the plant. Realistically, it can be assumed that the plant or reduced versions thereof would continue to operate in support of Force Command, D&T Command, or an Area Command Headquarters.

(c) Potential Savings. Since no functions or reports can be eliminated, no potential savings can be realized. It is conceivable that a consolidation of functions could result in a savings; however, insufficient information is available at this time to formulate an opinion.

(2) Reserve Forces and ROTC Division.

(a) Existing Situation. The function performed by this division is best described as the operation of a centralized unit personnel office servicing approximately 280,000 USAR, ARNG, and ROTC personnel under the jurisdiction of FUSA. The services performed are similar to those accomplished for active duty personnel with the exception of maintaining 201 files. The major units supported include 16 State Adjutant Generals, 16 USAR Major Command Headquarters, and 90 ROTC institutions.

(b) Function. This function should be transferred to the Area Command. Since they will assume the overall mission for Reserve Components, they should also receive the resources necessary to operate the personnel management system.

(c) Potential Savings. The number of personnel required to provide this support is directly proportionate to the number of people being supported. Assuming there will be no decrement in the strength of USAR, ARNG, and ROTC units, the identical number of personnel should be required. It is conceivable that the consolidation of these functions from four Army Commands to three Area Commands could provide a savings but sufficient data is not available to formulate an opinion.

c. Information Office.

(1) The CONUSA Information Office (IO) interacts with the installation in three ways. Guidance is provided to the installation IO in command information, community relations, and public information (PI). The CONUSA PIO coordinate all high interest items with DA and the installation. The installation provides report information to the CONUSA.

(2) After the reorganization, the installation Information Offices will operate with no change, provided the current CONUSA functions are performed at Force and D&T Command Headquarters. The Area Commands should perform the IO function for Reserve, NG, and ROTC. The Force and D&T Command will perform functions currently being accomplished at the CONUSA. There should be no change at DA except that the IO interface would be conducted with Force and D&T Command.

(3) Potential savings cannot be addressed because the role of the area in information has not been determined.

d. Inspector General

(1) Existing situation. The FUSA inquires into and reports upon those matters which pertain to the performance of the mission and the state of discipline efficiency and economy of the CONUSA. The two major functions of the IG are the required inspections and the investigations/complaints services provided by the IG under the provisions of AR 20-1.

(2) None of the functions and services rendered by Inspectors General would be eliminated by a subsequent reorganization. There would be a transfer of Reserve and National Guard inspections functions from the currently existing CONUSA to the Area Commands; simultaneously with a move of the IG complaints procedures (the Army Redress System) shifting primarily to the D&T Command and Force Command. IG technical channels between the installation, the emerging Major Commands, and the DA would be essentially as they are today.

(3) Because of the vast numbers of inspections which must be accomplished in Reserve and National Gurad Units no direct savings are anticipated at the CONUSA/Area Command level. However, it is envisioned that operation of the Army Redress System at the two new Major Commands in lieu of four CONUSA will bring about a savings which is subject to further analysis.

e. Provost Marshal

(1) Provost Marshal activities are oriented toward monitorship of installation reports and provide guidance on local PM activities as appropriate. Two major areas of PMO responsibility at FUSA, not installation-oriented, are considered important to reorganization and will be discussed below (Industrial Defense and AF Disciplinary Control Board).

(2) The Force Command (due to its relationship with the Area Commands) will be the logical headquarters of responsibility for two current FUSA PMO responsibilities. First is the maintenance of the position of the FUSA PMO as President of the Armed Forces Disciplinary Control Board (North and Central Eastern Area). This supervisory board receives approval authority of the actions initiated by 15 local boards comprised of Army, Navy, Air Force, and Coast Guard personnel The second area is the conduct of the Industrial Defense Program for the FUSA area. This function now uses four field offices to perform inspections (surveys) of 43% of the industries in CONUS which DA-DCSLOG has placed on the key facility list. In addition to inspections, seminars are conducted by Army personnel for selected industry representatives to provide guidance which may give them the capability to safeguard against sabotage and other hostile or destructive acts, including civil disturbances, through the application of physical security and emergency preparedness measures. This function is of significant importance and should be given consideration during reorganization detailed implementation planning.

(3) Provost Marshal functions will continue to be found at all major headquarters established.

f. Staff Judge Advocate

(1) Existing situation. The Staff Judge Advocate (SJA) serves as the legal advisor to the CG, CONUSA, and provides legal opinions and advice on questions of law with respect to matters having legal implications. The FUSA SJA supervises the administration of military justice, the legal assistance program, and training in military justice.

(2) SJA functions mentioned above will continue to be essential functions at the installation level. It appears feasible to transfer the military justice function from the CONUSA to the D&T and Force Command. Reserve unit SJA support may continue directly from the Judge Advocate General's School (which is not under CONARC) and thereby will have little affect on the area command's support roll in JAG affairs. JAG review of operations and training within Reserve units would require JAG representation within the area command however. No new missions would result at the DA. There will be no elimination of functions of the SJA, but a shift in the degree of workload from CONUSA to major command level will result.

(3) Potential savings are anticipated in the administration and supervision of military justice when less emphasis must be placed on the function at the CONUSA/Area Command level and four existing CONUSA today can support two new emerging commands in the establishment and exercise of General Courts Martial jurisdiction. Additionally, the process of expediting civil litigation at CONUSA level could be handled at the D&T Command and Force Command level thereby bringing about an albeit negligible but anticipated savings.

g. Chaplain

(1) Existing situation. The FUSA Staff Chaplain is the principal advisor to the CONUSA CG and his staff on matters pertaining to religion, morality, and character guidance. In addition to supervising chaplain activities within the FUSA, the Office of the Staff Chaplain supervises all aspects of the Reserve Forces Chaplain program within the Army area. The Staff Chaplain represents the Army Commander at religious and civic functions as well. The Chaplain Office is not organized on a division or branch basis but rather is organized around principal assistant Army chaplains.

(2) Chaplain functions will of course continue to be essential at the installation level. These functions will assume equal importance at the CONUSA/Area Command level in view of the importance of Chaplain procurement through Reserve channels. The function of the Assistant Army Chaplain for Reserve Forces should be transferred to the Area Command. The Active Army monitorship functions within the FUSA Staff Chaplains Office should be transferred to both the D&T and Force Command. The same case can be made for transfer of CONARC Staff Chaplain functions. No change is anticipated in future dealings or functions originating in the Office of the Chief of Chaplains, HQ DA.

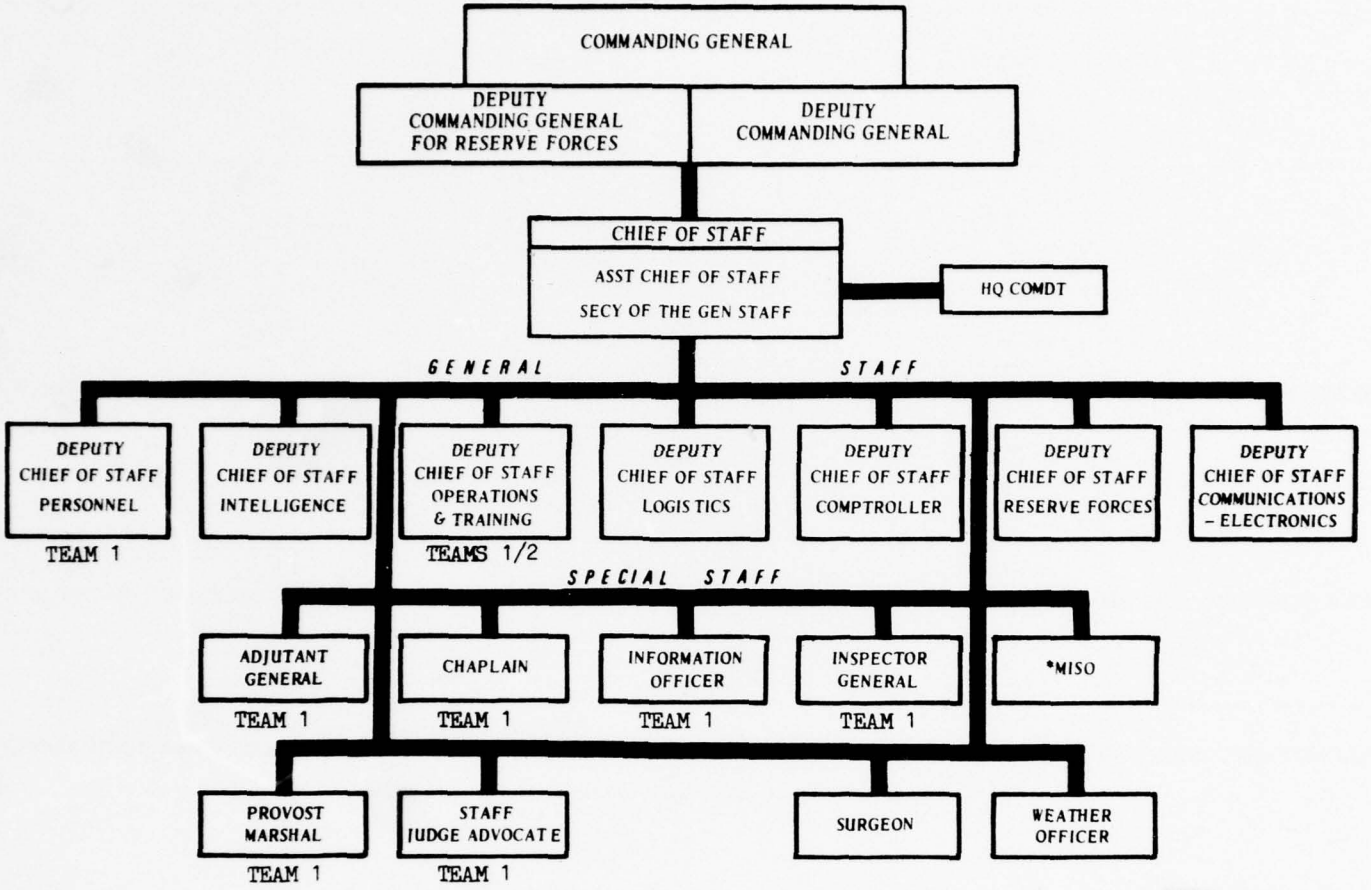
(3) It is apparent from the small size of the FUSA Chaplains Office and the physical limitations emphasized upon five professional clergymen that only negligible savings can be achieved subsequent to reorganization. The results of the survey reveal that FUSA is the only CONUSA which has a Director of Religious Education. Further analysis may bear out the belief that this civilian position can be eliminated and incorporated into an additional duty for a commissioned officer (Chaplain) at the D&T and Force Command.

1 Incl
Org Chart - HQ FUSA

Incl

13

HEADQUARTERS FIRST UNITED STATES ARMY



DEPUTY CHIEF OF STAFF, COMPTROLLER

*MANAGEMENT INFORMATION SYSTEMS OFFICER

ANNEX A - MILITARY PERSONNEL

Functions. Military personnel functional areas surveyed at FUSA fall into seven major categories as follows:

a. Headquarters Unit Personnel Branch

b. Personnel Actions

c. Personnel Management

d. Reenlistment

e. Personnel Accounting - Active Army

f. Personnel Accounting - Reserve Forces

g. Military Personnel functions - DCSPER

Each of the above subjects is covered in a separate appendix as indicated below:

(1) HQ Unit Personnel Branch (Appendix I). The HQ Unit Personnel Branch provides personnel services to military personnel assigned or attached to HQ First US Army, First US Army Support Element, ROTC Instructor Groups, and the First US Army Student Detachment. Service is provided to approximately 3500-4000 individuals, of which 1500 are students in the Student Detachment. The HQ Unit Personnel Branch has little contact with installations except for Officer Efficiency Reports. It deals with CONARC on student actions and FUSA and DA on all other personnel matters.

(2) Personnel Actions (Appendix II). Personnel actions are processed by the Personnel Actions Branch, Military Personnel Division, Office of the Adjutant General, First US Army. Most personnel actions originate at unit level and approval authority is vested in the commander who exercises GCM authority. Those actions which the GCM authority cannot approve are forwarded to DA through intermediate headquarters for consideration and recommendation. The CONUSA role in this area is to approve or disapprove actions from units which do not have GCM authority and to take final action or forward through channels those actions which require CONARC or DA approval.

(3) Personnel Management (Appendix III). Personnel Management functions are performed by the Personnel Management Branch, Military Personnel Division, Office of the Adjutant General, FUSA. Responsibilities of this branch consist of providing personnel management actions pertaining to distribution and utilization of military personnel of the command. Included within this area are responsibilities for monitoring unit strengths, personnel management operations at personnel processing activities, trainee/student classification and assignment at service schools and training centers, and requisitions. Other activities include CPMI inspections, command levies, dissemination of personnel information, and administration of the Enlisted Evaluation Program. Data flows from installation through CONUSA to DA in most cases and conversely downward from DA and CONARC to CONUSA for action and further dissemination.

20

(4) Reenlistment (Appendix IV). The Command Reenlistment program is supervised by the Reenlistment Branch, Office of the Adjutant General. The branch provides administrative support to units without career counselors. It also conducts staff visits, furnishes statistical and other reports to CONARC, and provides a link between DA and the installation for overall management of the Army Reenlistment Program.

(5) Personnel Accounting Branch - Active Army (Appendix V). The automated personnel accounting functions relating to data and strength for the Active Army are performed in the Active Army Section of the Personnel Accounting Branch, Military Personnel Division of the AG. The source documents are received controlled, coded, and prepared for input to the computer. BASOPS and PERMACAP subsystems forward card input to the Active Army Section for processing. All rejects from the computer are researched prior to forwarding the data to HQ DA. All reports are reviewed and controlled prior to dispatch. Information is provided to the unit, the FUSA staff, CONARC and HQ DA.

(6) Personnel Accounting Branch - Reserve Forces (Appendix VI). Automated personnel functions relating to USAR personnel data and strength are performed in the Reserve Forces Section of the Personnel Accounting Branch, Military Personnel Division of the AG. Data received is controlled, coded and prepared for input to the computer. Some of the source documents are received at the IGMR element and prepared for input to the computer. All reports are reviewed and dispatched from the Reserve Forces Section at Fort Meade. Data is provided to the individual, the unit, RCPAC, and HQ DA.

(7) Military Personnel Functions, DCSPER (Appendix VII). Military personnel functions within DCSPER are performed by the Military Personnel Management Branch, Plans, Programs, and Operations Division. Primary functions are the monitorship of the personnel portion of unit readiness, officer requisitions and assignments to First Army, ROTC, USAR and ARNG duties, preparation of the Projected Requisition Authority (PRA), and personnel support for Reserve Component summer camp.

Appendices
I - HQ Unit Personnel Branch
II - Personnel Actions
III - Personnel Management
IV - Reenlistment
V - Personnel Accounting - Active Army
VI - Personnel Accounting - Reserve Forces
VII - Military Personnel Functions, DCSPER

APPENDIX I - HEADQUARTERS UNIT PERSONNEL BRANCH

1. Within the Military Personnel Division, Office of the Adjutant General, a Unit Personnel Branch has been established. The purpose of this branch is to provide personnel services to military personnel assigned or attached to the following units:

a. Headquarters, First US Army

b. First US Army Support Element

c. ROTC Instructor Groups

d. First US Army Student Detachment

2. Personnel services provided include the functional areas and subfunctions listed below:

a. Personnel Management.

(1) Assignments, port calls, levies

(2) MOS testing

(3) Promotions

(4) Personnel information rosters

(5) Requisitions

(6) Surplus reports

(7) Officer and enlisted efficiency reports

(8) Morning reports

b. Personnel Actions.

(1) Retirements

(2) Reenlistments

(3) Separations

(4) Miscellaneous

c. Records.

Maintenance of 201 Files

3. The Chief of the HQ Unit Personnel Branch works for the Chief, Military Personnel Division, AG. To accomplish his job, he has the personnel shown below:

	OFF	WO	EM	CIV	TOTAL
Auth	0	2	26	20	48
Asg	0	2	12	24*	38

* 1 GS-7 position not recognized (recently abolished).

4. The relationship of the HQ Unit Personnel Branch to installations is limited to one area, officer efficiency reports. The personnel officer, HQ Unit Personnel Branch, has responsibility as a First US Army Staff Officer to control OER from installations in those cases where a report requires endorsing or review by an officer in First US Army. The relationship of the HQ Unit Personnel Office to First US Army is the same as that of any installation personnel section. Actions which cannot be approved by the personnel officer are forwarded to First US Army for decision or for forwarding to CONARC and DA. There are few dealings with CONARC by the HQ Unit Personnel Branch except for those actions pertaining to students and nurses. There is interaction between DA and HQ Unit Personnel Office on such actions as efficiency reports, assignments, and other personnel actions.

5. The First US Army Student Detachment provides records maintenance and personnel accounting functions for personnel in the following areas:

a. Civilian schools (officer and enlisted)

b. Navy War College

c. Student nurses (officer and enlisted)

d. Air Force Schools

e. Naval Justice School

f. Cadets (Navy, Army, and Coast Guard)

Presently, there are approximately 1500 individuals assigned to the Student Detachment. Of significant interest is the fact that 75% of the personnel serviced by the Student Detachment do not reside in the Fort Meade area. Therefore, any reorganization decision must provide for retention, supervision, and control of the Student Detachment on an area responsibility basis.

Tabs
A - Reports Collection Form
B - Functions Survey Form

Instructions for Completion of
CONUSA Reports Collection Form

1. Complete information in heading of form. List the name of the staff office down to the appropriate division, branch or section level.

2. What functional (and subfunctional) areas is the staff office involved with? Enter the functional area(s) in the heading and explain in detail in the Remarks column when it is necessary.

3. This paragraph pertains to responses to be entered on form which deals with reports which First US Army receives from the installation(s).

a. Enter title/name of report in column (a).

b. Enter RCS in column (b). If no RCS exists, place "NONE" in column (b).

c. Enter in column (c) the format in which the report is received at First US Army.

(1) If the report is typewritten or otherwise prepared by hand enter an "X" under m in column (c).

(2) If the report received at First US Army is a computer printout, punch cards, magnetic tape, etc, enter an "X" under a in column (c). Beneath the "X" entry, record the medium; for example, "punchcards."

d. Enter in column (d) where reports originate at the installation level. In other words, what office at installation level prepared the report?

e. What is the authority for the reports received at First US Army? Enter in column (e) the AR, CONARC Reg, First US Army Reg, etc, which requires the report. (Explain linkage between AR and implementing CONARC/First US Army regulations in column (i).)

f. Is the report a CONUSA unique? Enter a Yes or No in column (f) and explain in column (i).

g. Is the report a CONARC unique? Enter a Yes or No in column (g) and explain in column (i).

h. Does the CONUSA CG have the authority to change the report? Enter a Yes or No in column (h) and explain in column (i).

4. This paragraph pertains to responses dealing with the disposition of reports at the CONUSA.

a. Enter in column (j) how report is used at FUSA.

b. Enter in column (k) if report is forwarded from FUSA.

c. Enter in column (l) if report is used by FUSA as input for a CONUSA prepared report.

d. Enter in column (m) if report is retained solely at CONUSA.

e. If report is not retained solely at CONUSA, enter in column (n) where report is forwarded.

5. Column (o) requires two entries:

a. Enter the title and RCS, if appropriate, of each report furnished to the installation level.

b. Enter in the "initiated by" column whether this report is CONUSA initiated or if it originates at a higher headquarters.

6. Enter in column (p), "Personnel," how many individuals in the office, division, branch, or section are directly associated with processing the report at FUSA. The information entered in column (p) must reflect the required, authorized, and the number actually employed.,

7. The last column (q) of the form is titled "Remarks." For any area that needs further elaboration or where space is insufficient within the other columns, cross reference the appropriate column under "Remarks" and explain.

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE AG
DIVISION Mil Pers
BRANCH HQ Unit Pers
SECTION

DATE OF INTERVIEW 19 April 1972

FUNCTIONAL AREA(S) Military Personnel

NAME OF INDIVIDUAL CONTACTED CW2 Zerbe

PHONE # 923-6545

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. Strength Report	AHABA-16	X		HQ UPO, FUSA	1A Reg 335-4	Yes	No	Yes	
2. Linguist Forecast for Officers	OPO-23	X		HQ UPO, FUSA	AR 614-185	No	No	No	
3. Current and Projected Colonel Requirements	OPO-37	X		HQ UPO FUSA	AR 614-102	No	No	No	
4. Current and Projected Enlisted Linguist Requirements	OPO-22	X		HQ UPO FUSA	AR 611-6	No	No	No	
5. Enlisted Personnel Eligible for Promotion	CSGPA - 342	X		HQ UPO FUSA	AR 600-200	No	No	No	
6. DLI Graduate Evaluation Report	DLI-20	X		HQ UPO FUSA	AR 350-20	No	No	No	
7. Education Level Survey and Participation Report	AHABA-13	X		HQ UPO FUSA	1A Reg 621-5	Yes	No	Yes	
8. Student WAC Officer Graduation Dates	RCS Exempt	X		HQ UPO FUSA	AR 601-115	No	No	No	

A-1-A-3

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Manhours			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1. Monitor strength of FUSA units	No	Yes	Yes	DCSPER, FUSA	No	No			120	Used as input for AHABA-16 which goes from FUSA to CONARC
2. Input for OPO-23	No	Yes	Yes	AG, FUSA	No	No			4	Used as input for OPO-23 which goes from FUSA to CONARC
3. Input for OPO-37	No	Yes	Yes	AG, FUSA	No	No			2	Used as input for OPO-37 which goes from FUSA to CONARC
4. Input for OPO-22	No	Yes	Yes	AG, FUSA	No	No			2	Used as input for OPO-22 which goes from FUSA to CONARC
5. Input for CSGPA-342	No	Yes	Yes	AG, FUSA	No	No			6	Used as input for CSGPA-342 which goes from FUSA to CONARC
6. None	Yes	No	No	CONARC	No	No			2	Evaluation of DLI graduates
7. Monitor Educational Qualifications	No	No	Yes	DCSPER, FUSA	No	No			10	Used to monitor educational qualifications of individual within FUSA
8. None	Yes	No	No	DA	No	No			3	Used to determine graduation dates of WAC officers for assignment

CONUSA SURVEY FORM

INSTRUCTIONS

This form will identify functional areas and those subfunctions identified within each functional area. The purpose of such identification is to provide a means for determining what action is being taken at FUSA within each subfunction; the number of personnel authorized to perform the subfunction (if identifiable), the number actually utilized, and what recommendations are made as to the disposition of the subfunction.

a. (Column a). Identify by name the subfunction.

b. (Column b). Identify by letter what action is taken at Army HQ on this subfunction. For the purpose of this portion of the report, use the following legend: A - Decision, B - Process, Conduct Inspections, G - Conduct Staff Visits.

c. (Column c). Identify the level at which decisions are made relative to the subfunction. For the purpose of completing this column, use the following legend: 1 - Installation, 2 - CONUSA/Area Command, 3 - CONARC/New Major Command, 4 - Department of the Army.

d. (Column d). Where the number of personnel authorized within the TDA to perform this subfunction can be identified, that number should be shown. If the number for the subfunction cannot be broken out, show the total authorized for the function and so indicate.

e. (Column e). Show the number of personnel actually utilized in the performance of the subfunction. Where necessary, use fractions; i.e. if one person performs four subfunctions, show .25 for each subfunction.

f. (Column f). Since a recommendation will have to be made concerning many functions and subfunctions, indicate the level at which decisions should be made. Use the same legend shown for Column c.

g. (Column g). Use the Remarks Column for any additional information or to clarify other entries.

CONUSA SURVEY FORM

FUNCTIONAL AREA AG, Military Personnel Division

POINT OF CONTACT CW2 Zerbe

NAME OF OFFICE HQ Unit Personnel Branch

TELEPHONE 923-6545

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Operates a unit personnel section performing the following personnel functions:	A, B	2, 3, 4			1, 3, 4	For personnel assigned to: a. HQ First US Army b. b. First US Army Spt Element c. ROTC Instructor Groups d. First US Army Student Det
a. Branch Supervision			4	4		Performs morning report accounting, records keeping normal personnel management and personnel actions for students
b. Personnel Management						Serves 3500-4000 personnel. Student Det strength is approximately 1500
Assignments, port calls, levies			2.75	1.25		75% of personnel serviced are not at Ft Meade
MOS testing			.75	.50		
Promotions			1.00	..75		
Personnel Information Rosters			1.00	.75		
Requisitions			1.50	1.00		
Surplus reports			1.00	.75		

CONUSA SURVEY FORM

FUNCTIONAL AREA AG, Military Personnel Division

POINT OF CONTACT CW2 Zerbe

NAME OF OFFICE HQ Unit Personnel Branch

TELEPHONE 923-6545

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
c. Personnel Actions						
Retirements			1.50	1.00		
Reenlistments			1.50	1.00		
Separations			1.75	1.00		
Miscellaneous (ID cards, boards, etc)			3.25	2.00		
d. Records						
Maintenance of 201 files			12.00	11.00		
Officer and enlisted efficiency reports			4.00	3.50		
Morning reports			3.00	2.50		
e. Student Detachment						

CONUSA SURVEY FORM

FUNCTIONAL AREA AG, Military Personnel Division

POINT OF CONTACT CW2 Zerbe

NAME OF OFFICE HQ Unit Personnel Branch

TELEPHONE 923-6545

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Personnel records and actions			4.00	3.00		
Student Nurses			5.00	4.00		
TOTAL			48	38		

CONUSA Survey (cont)

HQ UNIT PERS BR MIL PERS DIV AG	(r) CONARC Disposition
1. N/A	This report goes to DCSPER, FUSA.
2. N/A	This report goes to AG, FUSA.
3. N/A	This report goes to AG, FUSA.
4. N/A	This report goes to AG, FUSA.
5. N/A	This report goes to AG, FUSA.
6. DLI-20	This report provides an evaluation of Defense Language Institute graduates. Reports are consolidated and sent to DA.
7. N/A	This report goes to DCSPER, FUSA.
8. RCS Exempt	This report is not used by CONARC but is forwarded to DA to provide information on graduation dates of WAC officers for assignment purposes.

APPENDIX II - PERSONNEL ACTIONS

1. Personnel actions within FUSA are the responsibility of the Personnel Actions Branch, Military Personnel Division, Office of the Adjutant General, First US Army. The term "personnel actions" includes a multitude of diverse and varied services performed for officer and enlisted personnel. A detailed list of the subfunctions within the personnel actions area is located at Tab B, this appendix.

2. Staffing for the Personnel Actions Branch includes:

	OFF	WO	EM	CIV	TOTAL
Auth	3	0	13	20	36
Assigned	5	0	11	18	34

Personnel savings generated by the transfer of personnel actions functions from the CONUSA can be affected by the consolidation of four HQ elements (Armies) to a two-command structure (D&T and Force Command).

3. The majority of personnel actions originate at unit or installation level and are processed through command channels. Approval authority for many personnel actions is vested in the commander who exercises General Courts Martial authority for a particular unit or installation. Those actions which the GCM authority cannot approve are forwarded to DA for final decision but must go through intermediate headquarters for consideration and recommendation before being sent to DA for final decision. FUSA responsibilities in the personnel actions area are twofold:

a. To approve or disapprove those actions from units which do not have GCM authority.

b. To receive, process for administrative correctiveness, and forward with recommendations, those actions which require decision at CONARC or DA.

By acting as an intermediate headquarters between the installation and DA, the CONUSA is able to reduce the volume of paperwork going to DA. In areas such as Line of Duty investigations, elimination actions, retirements, deferments and deletions from overseas levy, and awards, this represents a substantial reduction in workload for DA. This is a necessary function which still must be performed, although not necessarily by a CONUSA. Any reorganization decision must consider the limitation of DA to handle a massive volume of paperwork and provide for an intermediate headquarters between installation and DA. It is anticipated that Force and D&T Command would fulfill this requirement. Also to be considered is the transfer of actions requiring GCM approval authority which FUSA now performs on an area basis for selected units if CG, FUSA, does not exercise GCM authority.

4. Inherent in the personnel actions area is the requirement to submit various reports. A list of these reports is contained at Tab A.

The CONUSA role regarding reports is generally one of consolidation, review for administrative correctness, and dispatch to CONARC or DA.

Tabs
A - Reports Collection Form
B - Functions Survey Form

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE AG
DIVISION Military Personnel
BRANCH Personnel Actions
SECTION

DATE OF INTERVIEW 18 April 1972

FUNCTIONAL AREA(S) Military Personnel

NAME OF INDIVIDUAL CONTACTED LTC Mayo

PHONE # 923-2880

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1.	Composite scores of officer candidate applications	AG-538	X		AG	AR 351-5	NO	NO	NO	
2.	Officer Candidate School enrollment and graduation report	AG-558	X		AG	AR 351-5	NON	NO	NO	
3.	Airborne volunteer	ATPER-79	X		AG	CONARC Supl 1 to AR 614-200	NO	NO	NO	Required by AR 614-200
4.	Promotion Eligibility Report	CSGPA-342(R8)	X		AG	AR 600-200	NO	NO	NO	Consolidated and forwarded to DA
5.	"Blue Bonnet" training and troop movement accidents	CSGPA-686	X		AG	AR 385-40	NO	NO	NO	
6.	Weekly Report of Active Army separations	CSGPA-1175	X		AG	1A msg 121236Z Oct 71	NO	NO	NO	Required by DA msg 051407Z Oct 71
7.	Involuntary release of retirement eligible enlisted personnel	CSGPA-1185	X		AG	DA Ltr, 3 Dec 71	NO	NO	NO	

A-II-A

CONUSA Survey (cont)

	(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
			Disposition					Personnel			
	Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1.	NONE	YES	NO	NO	DA	N/A	N/A				
2.	NONE	YES	NO	NO	DA	N/A	N/A				
3.	NONE	YES	NO	NO	CONARC	N/A	N/A				
4.	Used for distribution of promotion quotas	YES	NO	NO	DA	N/A	N/A				
5.	NONE	YES	NO	NO	DA	N/A	N/A				
6.	NONE	NO	NO	NO	N/A	N/A	N/A				Report goes directly to DA from installation
7.	NONE	YES	NO	NO	DA	N/A	N/A				

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE AG
DIVISION Military Personnel
BRANCH Personnel Actions
SECTION

DATE OF INTERVIEW 18 April 1972

FUNCTIONAL AREA(S) Military Personnel

NAME OF INDIVIDUAL CONTACTED LTC Mayo

PHONE # 923-2880

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
8. Military absentees	DD-M(AR) 907	X		AG	AR 630-10	NO	NO	NO	
9. Survey of Junior Officer retention	OPO-132	X		AG	DA ltr AGDA(A) (25 Aug 70) OPOPME, 27 Aug 70	NO	NO	NO	
10. Strength of personnel control facilities	AHAAG-102	X		AG	1A msg 03 May 71	YES	NO	YES	First Army requirement
11. Suspected criminal conduct wrongdoing or mismanagement in the Army "Blue Bell"	CSOCS-62(MIN)	X		AG	AR 1-55	NO	NO	NO	

A-II-A-3

CONUSA Survey (cont)

	(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
			Disposition					Personnel			
	Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
8.	NONE	NO	NO	NO	N/A	N/A	N/A				Report goes directly from installation to DA
9.	NONE	NO	NO	NO	N/A	N/A	N/A				Report goes directly to DA from installation.
10.	Monitor strength of PCF	NO	YES	YES		N/A	N/A				
11.	Info	YES	NO	NO	DA	N/A	N/A				

CONUSA SURVEY FORM

FUNCTIONAL AREA Military Personnel

POINT OF CONTACT LTC Mayo

NAME OF OFFICE Pers Act Br, Mil Per Div, AG

TELEPHONE 923-2880

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) TOTAL AUTHORIZED PERSONNEL	(e) TOTAL PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Processes Off, WO and enl pers actions including:						
a. Separation, extension and retention on active duty	A	2	1	1	3	GCM for selected unit and installation and DA activities (Valley Forge, 1st Rctg Dist IGMR, Carlisle Barracks)
b. Officer and enlisted promotions	B	2&4	2	2	3 & 4	Breaks out allocations on pro-rata basis installations. Officer promotions at DA level.
c. Officer Efficiency Reports	B	N/A	3	3	N/A	Handles OER for indorsement or review at CONUSA. Initiates OER for PMS and student detachment.
d. Branch Transfers, RA apt	B	4	1	1	4	Branch Transfers and RA apt could go direct to DA from installation.

CONUSA SURVEY FORM

FUNCTIONAL AREA Military Personnel

POINT OF CONTACT LTC Mayo

NAME OF OFFICE Pers Act Br, Mil Per Div, AG

TELEPHONE 923-2880

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
e. Deferment & deletion from overseas shipment	A&B	2&4	3	2	3,4	Disapproval authority at CONUSA. Approv auth at DA. Pregnancy deferments should at instl level. Other deferments disapp one level above installation. Approval
f. Leave & admin absence	A	2	1	1	3	For CONUSA units only
g. Compassionate, permissive and exchange reassignment	B	3&4	2	1	2, 3 & 4	CONUSA disapproval auth for compassionat reassignment. Permissive reassignments be approved by CONUSA, not CONARC.
h. Applications for overseas or special assignments	B	4	2	2	4	Could go direct to DA from installation.
2. Awards and decorations	A&B	1,2&4	7	7	1,2,3&4	CONUSA should have disapproving authorit to downgrade awards to level for which h has approval authority.

A-II-B-2

CONUSA SURVEY FORM

FUNCTIONAL AREA Military Personnel

POINT OF CONTACT LTC Mayo

NAME OF OFFICE Pers Act Br, Mil Per Div, AG

TELEPHONE 923- 2880

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
3. Administers the casualty Reporting program for the command to include:						
a. Receipt of casualty information	B	N/A	.50	.50	N/A	Casualty coverage on an area basis. CONUSA outlines geographical responsibilities. Casualty info could go from DA direct to installation but would quadruple DA span of control. DA would have problems with LOD investigations (too great a workload). CONUSA approves LOD investigations for Secretary of Army.
b. Relay of casualty info from TAG to installation	B	N/A	.50	.50	N/A	
c. Arranging for military escorts and survivor assistance	B	2	2	2	3	
d. Line of Duty investigations	B	2	3	3	3	

CONUSA SURVEY FORM

FUNCTIONAL AREA Military Personnel

POINT OF CONTACT LTC Mayo

NAME OF OFFICE Pers Act Br, Mil Per Div, AG

TELEPHONE 923-2880

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
4. Processes elimination board actions	B	2 & SA			3 & 4	CONUSA can disapprove board action. Need a command HQ immediately under DA to handle board requirements.
5. Maintains Flagging actions	B	N/A			N/A	Off flags, security, EM with reserve comm. All others are decentralized.
6. Supervises Retirement Services Program	B	N/A			N/A	
7. Supervises the Soldier Voting Program	B	N/A			N/A	Passes info to installations.
8. Retirements	A&B	2&4			3 & 4	CONUSA approves length of service retiremen for EM; should be one level below DA. Offi retirements should flow from installation t DA.
9. School applications (OCS)	A	2			3	
10. Congressional & VIP correspondence	A&B	2				Handles congressionals addressed to CG, CON

CONUSA Survey (cont)

PERS ACTIONS BR MIL PERS DIV AG	(r) CONARC Disposition
1. AG-538	N/A. Report goes directly to DA from FUSA.
2. AG-558	N/A. Report goes directly to DA from FUSA.
3. ATPER-79	Used by CONARC to monitor airborne recruiting in CONUS. Information is given to DA on an as requested basis.
4. CSGPA-342	N/A. Report goes directly from FUSA to DA.
5. CSGPA-686	N/A. Report goes directly from FUSA to DA.
6. CSGPA-1175	N/A. Report goes directly to DA from installation.
7. CSGPA-1185	N/A. Report goes directly from FUSA to DA.
8. DD-M (AR) 907	N/A. Report goes directly from installation to DA.
9. OPO-132	N/A. Report goes directly from installation to DA.
10. AHAAG-102	N/A. Report goes directly from installation to FUSA.
11. CSOCS-62	N/A. Forwarded by CONARC to DA.

APPENDIX III - PERSONNEL MANAGEMENT

1. Personnel management functions for FUSA are performed by the Personnel Management Branch, Military Personnel Division, Office of the Adjutant General, and in the Office of the DCSPER, First US Army. The DCSPER responsibilities in the military personnel area are covered in Appendix VII.

2. The strength of the Personnel Management Branch is as follows:

OFF		EM		CIV	
AUTH	ASG	AUTH	ASG	AUTH	ASG
5	4	27	20	6	7

3. CONUSA Role: The role of FUSA in the personnel management area encompasses a diversity of functions and responsibilities. A list of the specific subfunctions within personnel management is located at Tab B, this appendix. Two factors limit the CONUSA role in the area of personnel management. First, the authority to approve the majority of personnel management actions has been delegated to commanders exercising General Court Martial authority which in most cases is at installation level. Secondly, approval authority for the remaining actions was retained by DA and is administered by the Office of Personnel Operations. Hence, the primary function served by FUSA is to provide a command link between the installation and DA. This is a vital task in view of the fact that DA does not have the capability to deal with each CONUS installation and activity on a direct basis. An excellent example of this is in the area of personnel requisitioning. Because of the inaccuracy in the authorization documents maintained at DA (TAADS System), DA cannot validate a requisition received from the field. CONUSA, which has more accurate and timely data, performs this function by consolidating requisitions received from subordinate elements and weeding out those which are no longer valid. CONUSA also performs internal personnel management functions which involve maintenance and monitorship of unit strengths, conducting Command Personnel Management Inspections (CPMI), levying personnel for special requirements, and disseminating personnel management information to the field. These functions could pass to Force and D&T Commands upon reorganization.

Tabs
A - Reports Collection Form
B - Functions Survey Form

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE AG
DIVISION Military Pers Div
BRANCH Personnel Management
SECTION

DATE OF INTERVIEW 18 April 72

FUNCTIONAL AREA(S) Military Personnel

NAME OF INDIVIDUAL CONTACTED MAJ MIXSELL

PHONE # 923-2205/2453

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. Reception Station Trainees	ATIT-02 (R2)(Min)	Telephonic		Reception Stations	CONARC REG 612-205	No	Yes	No	CONARC required report which goes from Reception stations direct to CONARC.
2. Personnel Status of CONARC Units	ATPER-48 (R5)	X		Company/ Detachment	CONARC REG 600-1	No	Yes	No	CONARC required report
3. Strength of Active Army in Support of Reserve Components	ATPER-147 (R1)	X		Staff Admin Asst or Prof of Mil Science	1A Reg 335-2	No	Yes	No	Required by CONARC msg ATPER-MPD-S 59148, Jun 68
4. Strength of High Priority Units	ATPER-193 (R2)(Min)	Telephonic		Deploying unit	CONARC REG	No	Yes	No	CONARC required report
5. Special Forces Volunteer Report	ATPER-266 (Min)	Telephonic	X Punch card	Install AG	Para 10, CONARC Suppl 1 to AR 614-200	No	Yes	No	Goes directly to CONARC from Installation

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1. None	No	No	No	N/A	N/A	N/A	Unk	Unk	Unk	Report is submitted 3 times per week
2. Used to determine readiposture	No	No	Yes	CONARC	N/A	N/A	4	4	4	Recommended for elimination. Data available in automated files at CONARC. Monthly Rpt
3. Monthly Rpt of Active duty asg strength by category (off, WO, EM). Info put on charts for CG briefings	Yes	Yes	No	CONARC and FUSA DCSPER	N/A	N/A	2	2	2	Could possibly be eliminated and data obtained from other reports/data tapes available to CONARC
4. Used to determine pers shortages in deploying units, Available CONUSA assets are compared to shortages for possible fill action	Yes	Yes	No	CONARC	N/A	N/A	2	1	1	Rpt replaces the ATPER-48 rpt and/or ATPER-55 rpt for designated units.
5. NONE	No	No	No	N/A	N/A	N/A	Unk	Unk	Unk	Rpt goes directly from Instl to CONARC by telephone. TC cards go from Instl to DA via Edgewood Arsenal.

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE AG
DIVISION Military Personnel
BRANCH Personnel Management
SECTION

DATE OF INTERVIEW 18 April 72

FUNCTIONAL AREA(S) Military Personnel

NAME OF INDIVIDUAL CONTACTED MAJ MIXSELL

PHONE #

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
6. Status of Drill Sergeant Candidates Recruited by East and West Coast Recruiting Teams	ATPER-279	X		Company	CONARC Ltr, ATPER-MPO-EO, 18 Feb 71 w/1st Ind AHAAG-PM, 7 Mar71	No	Yes	No	CONARC required report
7. Assignment and Utilization of Classification Interviewers at Reception Stations	ATPER-282	X		Reception Stations	CONARC msg 041532Z Jun 71	No	Yes	No	CONARC required report
8. Stabilization of Safeguard Positions	CSGPA-1020	X		USA Signal School, Fort Monmouth, N.J.	CONARC Ltr, ATPER-MPD-EO 24 May 68; CONARC Msg 65329, 18 Sep 68; 1A CIR 614-33	No	Yes	No	Report goes directly to CONARC with info cy to FUSA
9. Current and Projected Enlisted Linquist Requirements	OPO-22 (R3)	X		MI Det, SF Gp and USA Advisor Gp (NG)auth linguists	AR 611-6 and 1A Reg 614-11	No	No	No	--

A-III-A-3

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
6. Used to obtain duty positions of drill sergeants	Yes	No	No	CONARC	N/A	N/A	2	2	2	Possible elimination because of drill sergeant strength and disapproval of DS applications.
7. None	No	No	No	CONARC	N/A	N/A	1	1	1	PMOS for classification interviewer and personnel specialist if the responsibility rests with installation. Report of little value.
8. Identification of Safeguard positions for stabilization	No	No	No	No	N/A	N/A	1	1	1	Only one Safeguard position in FUSA. Eliminate report. Use direct coordination between CONARC & Ft Monmouth.
9. NONE	Yes	No	No	CONARC	N/A	N/A	1	1	1	

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE AG
DIVISION Military Personnel
BRANCH Pers Mgmt
SECTION

DATE OF INTERVIEW 18 Apr 72

FUNCTIONAL AREA(S) Military Personnel

NAME OF INDIVIDUAL CONTACTED

PHONE # 923-2205/2453

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
10. Forecast of Requisition for Officer Linguist Requirements	POP-23	X		SF Gp; MI Det; and NG Adv Gp auth linguists	AR 614-185 w/1A Suppl	no	no	no	
11. Current and projected Colonel requirements	OPO-37	X		All activities auth 06 positions	AR 614-102 w/CONARC Suppl 1	no	no	no	
12. Control and distribution of Trainees	OPO-65 (MIN)		X cards	Rec Sta and Tng Cen AG	AR 614-200	no	no	no	
13. Military Occupational Data Bank	OPO-95 (R-1)	X		Unit Personnel Offices	AR 611-3	no	no	no	
14. Personnel Processing Station Operations	OPO-112	X		USA Pers Cen	AR 612-90	no	no	no	
15. Nuclear Duty Position Reliability Program Report	OPO-133	X		Unit Commander	AR 611-15	no	no	no	

A-III-A-5

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
10. NONE	Yes	Yes	No	DA	N/A	N/A	1	1	1	Could be consolidated with OPO 22. Report forwarded direct to DA with info cy to CONARC.
11. Project COL requirements	No	Yes	No	DA	OPO-37	DA	2	2	2	Each instal is furnished that portion of the consolidated report as pertains to that HQ
12. NONE	No	No	No	N/A	N/A	N/A	UNK	UNK	UNK	Reports do not go through FUSA
13. NONE	Yes	No	No	DA	N/A	N/A	1	1	1	
14. NONE	No	No	No	No	N/A	N/A	UNK	UNK	UNK	Report sent direct to CONARC & DA. Info cy received at FUSA
15. NONE	Yes	No	No	DA	N/A	N/A	2	1	1	

CONUSA Survey (cont)

PERS MANAGEMENT BR (r) MIL PERS DIV AG	CONARC Disposition
1. ATIT-02	Used to monitor the workload and capacity of the Reception Stations so that adjustments of input can be made as required.
2. ATPER-48	Used for information regarding strength of STRAF and REFORGER units in CONUS. In combination with the ATPER-192 and ATPER-74 reports, it is used to develop a monthly strength summary which is furnished to staff sections within CONARC and to DA. The strength summary is the primary source of strength information for CONARC.
3. ATPER-147	Used for information on number of Active Army personnel supporting Reserve Components. Analyzed for changes and information furnished to officer and enlisted sections of CONARC DCSPER. Copy is also furnished to DCSIT, CONARC and to DA.
4. ATPER-193	Used to determine personnel status of deploying units. Report is not presently being submitted because there are no redeploying units.
5. ATPER-266	Used to monitor the number of Special Forces volunteers in CONUS. CONARC monitors the Special Forces volunteer program.
6. ATPER-279	Report has just been cancelled by CONARC.
7. ATPER-282	Used by CONARC to monitor the number of classification interviewers in reception stations. This report stops at CONARC and is not sent to DA.
8. CSGPA-1020	Reports from all CONUSA are consolidated and forwarded to DA by CONARC. These reports could go directly to DA from submitting
9. OPO-22	CONARC consolidates CONUSA reports and furnishes info to DCSOPS and DCSINTEL, CONARC for use in contingency planning for linguists
10. OPO-23	N/A. Report goes directly to DA from FUSA.
11. OPO-37	N/A. Report goes directly to DA from FUSA.
12. OPO-65	N/A. Report goes directly from Reception Stations and Training Centers to DA.
13. OPO-95	N/A. Report goes directly from FUSA to DA.
14. OPO-112	N/A. Report goes directly from Personnel Centers to DA.
15. OPO-133	N/A. Report goes from FUSA to DA.

CONUSA SURVEY FORM

FUNCTIONAL AREA Military Personnel

POINT OF CONTACT MAJ Mixsell

NAME OF OFFICE Pers Mgt Br, Mil Pers Div, AG

TELEPHONE 923-2205,2453

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) TOTAL AUTHORIZED PERSONNEL	(e) TOTAL PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Enlisted requisitions	B,C&F	2(for invalidations) 3(for invalidations) 4(final action)			3&4	Each command level forwards requisitions and has authority to invalidate.
2. Classification of EM	A&B	1,2 or 4	2	1	1,3 & 4	CONUSA has authority for classification actions outside career management field.
3. Assignment of EM	A,D,E&F	2	2	2	3	On an exception basis (AOR, AIT, Surplus).
4. Reassignment of EM	B	4	1	1	4	Identify pers & recommend reassignment include PCF
5. Provides requirements for consolidation of Off and WO requisitions	B&C	4	2	2	4	Consolidate requisition input, match agains PRA and forward to DA
6. Prepares current and projected Colonels requirement report	B&C	4	1	1	4	Consolidates and forwards to DA

CONUSA SURVEY FORM

FUNCTIONAL AREA Military Personnel

POINT OF CONTACT MAJ Mixsell

NAME OF OFFICE Pers Mgt Br, Mil Pers Div, AG

TELEPHONE 923-2205/2453

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
7. Monitors unit personnel strength	D&E	2&4	2	2	3&4	If same installation, CONUSA makes decision If PCS involved, DA decides.
8. Administers Enlisted Evaluation Program	D&E	2	1	1	3	CONUSA is decision point for TCO geographic responsibilities. Testing and forwarding o EER is by instl TCO.
9. Processes requests for Army classification Btry Retests	A&B	2&4	1	1	1	CONUSA approves 2d retest, DA approves 3d and subsequent retests.
10. Develops Command levies for special requirements	A	2	4	2	3	CONUSA levies installations for personnel to handle special requirements. Annual tng is prime recipient.
11. Monitors military personnel management operations at personnel processing activities	D,F&G	4	2	1	4	Monitors reception stations, overseas replacement stations, returnee-reassignment stations and transfer stations

A-III-B2

CONUSA SURVEY FORM

FUNCTIONAL AREA Military Personnel

POINT OF CONTACT MAJ Mixsell

NAME OF OFFICE Pers Mgt Br, Mil Per Div, AG

TELEPHONE 923-2205/2453

	(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
12.	Monitors trainee/student classification and assignment actions at CONARC Tng Cen and service schools	D,G	4	3	2	4	
13.	Conducts CPMI inspections	A,D,F&G	2	5	5	3	CONUSA CPMI makes pass/fail and reinspectio decisions
14.	Implements policies and disseminates pers mgt info to field	A,B,D,E	2	1	1	3	
15.	Receives and monitors DA by-name levies	B&D	2&4	3	2	3&4	CONUSA for disapproval authority for operational deferments from levies.
16.	Qualitative Management Program	A,B,D&E	1&2	3	2	1&3	Handles qual mgt program for those units which do not have GCM authority.
17.	Military Occupational Data Book	B,C&D	4	1	1	4	Determines strength figures and forwards questionnaire to units.
	TOTAL			38	31		

A-III-B-3

APPENDIX IV - REENLISTMENT

CONUSA Role - The primary function of the Reenlistment Branch is to supervise the command Reenlistment Program. This entails furnishing statistical reports to CONARC and conducting inspections of and staff visits to subordinate elements of the command. It performs an additional task of providing area support for those units which do not have a permanently assigned career counselor, and as such, becomes involved in the routine administrative process of reenlisting an individual. Despite this additional task, the branch functions mainly as a staff agency to monitor the progress and measure the effectiveness of the FUSA program. It serves as a necessary command link between DA and the installation for the overall management of the Army's reenlistment program. The branch has one officer, four EM, and one civilian assigned to perform its mission. Reports submitted by this branch and a complete listing of specific functions is contained as Tabs A and B.

Tabs
A - Reports Collection Form
B - Functions Durvey Form

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE AG
DIVISION Military Pers Division
BRANCH Reenlistment
SECTION

DATE OF INTERVIEW 18 Apr 72

FUNCTIONAL AREA(S) Military Personnel

NAME OF INDIVIDUAL CONTACTED LTC Pietrzyk

PHONE #

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. Reenlistment Summary (Parts I and II)	CSGPA-1144	X		AG/DPCA	DA ltr AGDA-A(M)(24Mar71) DCSPER-PD,3 Mar 71 w/CON Ind ATPER-VOLAR, 16Apr 71; and 1A Ind AHAAG-PR 4 May 71 (1)	No (2)	No (2)	No (2)	(1) See col e for DA & CONARC linkage (2) Worldwide DA directed
2. Personnel enlistment/extension at Reception Stations	ATPER-174	Telephonic		Reception Stations	CON Cir 611-1, 17 Apr 70	No (4)	Yes (4)	No (5)	(4) Report required by CONARC (5) Report is not processed by CONUSA

A-IV-A #4

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition						Personnel		
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
Compute monthly reenlistment accomplishments	Yes	Yes	No	CONARC	CSGPA-1144 Reenl Summary	DA	1	0	1 (3)	(3) 80 man-hours per month required to complete this report
N/A	N/A	N/A	N/A	N/A	N/A	Reception Stations	1	UNK	UNK	

A-IV-B

CONUSA SURVEY FORM

FUNCTIONAL AREA Reenlistment

POINT OF CONTACT LTC Pietrzyk

NAME OF OFFICE Reenlistment Br, MPD

TELEPHONE 4370

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Supervise FUSA Reenlistment Program	C,D,E	2	1 OFF 4 EM	1 OFF 4 EM 1 CIV		
2. Conducts reenlistment inspections & staff visits	F & G	2	1 CIV			
3. Area support for career counseling	A & B	2 & 4				3. Waivers, grade determinations, unfulfilled reenlistment commitments, certain bars to reenlistment must be forwarded to DA.

CONUSA Survey (cont)

REENLISTMENT BR MIL PERS DIV AG	(r) CONARC Disposition
1. CSGPA-1144	Used to monitor reenlistment progress throughout CONARC. Forward to DA for information.
2. ATPER-174	Used by CONARC to monitor enlistments/reenlistments at reception stations.

APPENDIX V - PERSONNEL ACCOUNTING BRANCH - ACTIVE ARMY

1. The Active Army Section, Personnel Accounting Branch, FUSA, provides the necessary control, coding, analysis, research, and interface between the unit and HQ DA for those units and/or installations providing personnel data on a manual basis. The unit is provided monthly a roster reflecting all changes reported and processed during the month for all personnel assigned to that particular morning report unit.

2. For those installations which have an automated division/installation (D/I) subsystem, the Active Army Section controls the input of cycles and monitors both input and output. Automated reports reflecting transactions both processed and nonprocessed are provided to those D/I subsystems (PERMACAP and BASOPS) for appropriate action and resubmission, if necessary.

3. The Active Army Section provides the required control, coding, analysis and preparation of input to the computer of data pertaining to organizations under the servicing responsibility of the FUSA. This includes activations, inactivations, organizations, discontinuance, reorganization, relocation, redesignation, and authorized strengths by identity, MOS, and grade. These actions must be closely coordinated with the Unit Identification Code Information Officer (UICIO) and staff elements within the FUSA.

4. Those processed personnel transactions from both the manual and automated subsystems update the Personnel Master File (PMF) at FUSA and are transmitted to HQ DA via AUTODIN for updating the Enlisted Master Tape Record (EMTR) and Officer Master File (OMF). Twice monthly, the updated PMF, the Organization Master File, and the Authorized Strength File is forwarded as a package to CONARC.

5. The Active Army Section obtains data from the unit and/or installation in the form of Morning Reports (DA Form 1), Personnel Data Change Reports (DA Form 1-1), Special and General Order, Enlistment or Induction Records (DA Forms 4 or 47), Separations (DA Form 214), and Military Personnel Rosters (DA Form 305) on a daily, or as changes occur, basis. Very little is done by the Active Army Section for the unit or installation other than providing the Military Personnel Roster on a monthly basis. Locator service is available on a worldwide basis utilizing the microfilm provided by HQ DA.

6. The primary function of the Active Army Section is to provide automated personnel data to HQ DA to update the DA master files.

Tabs
A - Reports Collection Form
B - Functions Survey Form
C - Active Army Section Org Chart

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE AG
DIVISION
BRANCH Pers Acct.
SECTION Active Army

DATE OF INTERVIEW 18 April 1972

FUNCTIONAL AREA(S) Military Personnel

NAME OF INDIVIDUAL CONTACTED CPT Behler, G.R.

PHONE # 3941

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f)* CONUSA	(g)* CONARC	(h)* Change	(i) Explanation
1.	Morning Report (Form 1)	AG-140	X		Unit	AR 680-1	NO	NO	NO	
2.	Accessions, DFR, rtn fr DFR	AG-190		Cards X	Unit	AR 680-12	NO	NO	NO	
3.	AWOL Statistical Report	AG-306		Cards X	Unit	AR 680-10	NO	NO	NO	
4.	Current Auth Off Str	AG-412		Cards X	CONUSA	AR 680-16	NO	NO	NO	
5.	Personnel Data Change Report (Form 1-1)	AG-546	X		UPS	AR 680-1	NO	NO	NO	
6.	Initial Unit Str for USAR & ARNGUS Ord To Act Dy	AG-574		Cards	Unit	AR 680-24	NO	NO	NO	Reserve units ordered to Act Duty are required to submit morning reports through Acti Army channels. This ha t happened since 1970 wit e New York postal strike.
7.	Language Fluency Quest	OPO-51	X		UPS	AR 611-16	NO	NO	NO	Language Fluency Quest are prepared daily or as require by the UPS and forwarded to HQ DA.
8.	Sample Survey of Mil Pers	OPO-126		Print-out X	CONUSA-DA	AR 600-45	NO	NO	NO	Term digits are determined b DA and fwd to Maj Comd. Maj Comd extract data based on the term digits, send lists UPS for completion and retur CONUSA controls the forms ar fwd to DA.

CONUSA Survey (cont)

	(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition						Personnel			
	Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1.	Update files	YES	YES	NO	RCPAC	N/A	N/A	25	25	17	
2.	NONE	YES	NO	NO	AG PER CEN	N/A	N/A	1	1	1	
3.	NONE	YES	NO	NO	DA & CONARC	N/A	N/A	2	2	2	
4.	NONE	YES	NO	NO	DA	N/A	N/A	2	2	2	
5.	Update files	NO	YES	YES	N/A	N/A	N/A	25	25	17	
6.	NONE	YES	NO	NO	DA	N/A	N/A	0	0	0	
7.	NONE	NO	NO	NO	DA	N/A	N/A	0	0	0	
8.	NONE	YES	NO	NO	DA	N/A	N/A	2	2	2	

A-V-A-2

CONUSA Survey (cont)

FUNCTIONAL AREA: MIL PERS

Pers Acctg (r)
ACTIVE ARMY CONARC Disposition

1. N/A

2. N/A

3. AG-306 - AWOL Statistical Report - Each CONUSA provides CONARC the punched cards regarding AWOL's. CONARC rolls-up the records and prepares a consolidated CONARC report for CONARC DCSPER.

4. N/A

5. N/A

6. N/A

7. N/A

8. N/A

A-V-A-43

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE AG
DIVISION
BRANCH Pers Acct
SECTION Active Army

DATE OF INTERVIEW 18 April 1972

FUNCTIONAL AREA(S) Military Personnel

NAME OF INDIVIDUAL CONTACTED CPT Behler, G.R.
SFC Fenrick

PHONE # 3941

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) * CONUSA	(g) * CONARC	(h) * Change	(i) Explanation
9.	PERMACAP	CSGPA-1092		Cards X	Unit/UPS	AR 680-4	NO	NO	NO	
10.	Off Reasg Gain and Misc Trans	CSGPA-1101		Tape X	CONUSA	AR 680-100	NO	NO	NO	
11.	Off Accession and Separation Trans	CSGPA-1102		Tape X	CONUSA	AR 680-100	NO	NO	NO	
12.	Act Army Enl Pers Accessions and Separation Trans.	CSGPA-1104		Tape X	CONUSA	AR 680-200	NO	NO	NO	
13.	Act Army Enl Pers Reasg Gain and Misc Trans	CSGPA-1105		Tape X	CONUSA	AR 680-200	NO	NO	NO	
14.	Systems Effectiveness Report	CSGPA-1112		Print-out X	CONUSA	DA Ltr, AGRZ 10 Jan 70	NO	NO	NO	
15.	Military Personnel	CSGPA-1114		Print-out X	CONUSA	AR 680-18	NO	NO	NO	

CONUSA Survey (cont)

	(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
			Disposition					Personnel			
	Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
9.	Update files	NO	YES	NO	DA	N/A	N/A	1	1	1	This individual is primarily for control purposes
10.	Update files	NO	YES	NO	DA	N/A	N/A	30	30	20	
11.	Update files	NO	YES	NO	DA	N/A	N/A	30	30	20	
12.	Update files	NO	YES	NO	DA	N/A	N/A	30	30	20	
	Update files	NO	YES	NO	DA	N/A	N/A	30	30	20	
14.	Analysis	YES	NO	NO	DA	N/A	N/A	11	11	5	
15.	Validation	YES	YES	NO	RCPAC	CSGPA-1114	N/A	25	25	17	

A-V-A-5

CONUSA Survey (cont)

FUNCTIONAL AREA: MIL PERS

Pers Acctg ACTIVE ARMY	(r) CONARC Disposition
9. N/A	
10. N/A	
11. N/A	
12. N/A	
13. N/A	
14. N/A	
15. N/A	

A-2+A-6

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE AG
DIVISION
BRANCH Pers Acct
SECTION Active Army

DATE OF INTERVIEW 18 April 1972

FUNCTIONAL AREA(S) Military Personnel

NAME OF INDIVIDUAL CONTACTED CPT Behler, G. R.
SFC Fenrick

PHONE # 3941

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) * CONUSA	(g) * CONARC	(h) * Change	(i) Explanation
16 - Off/Enl Strength Audit	CSGPA-1130		Tape X	CONUSA	Ltr-DCSPER-28 Sep 70	NO	NO	NO	The str audit is initiated by CONUSA and sent to HQ DA DA makes comparisons and returns certain records for research and update to CONUSA. This data updates the PMF whic is used for preparation of man reports.
17. BASOPS-MPMS	CSGPA-1155		Cards X	Unit/UPS	BASOPS User Manual	NO	NO	NO	
18. Active Army Locator System (AALOC)	CSGPO-322		Cards X	DCSOPS-DA	AR 525-10	NO	NO	NO	
19. Consolidated Pers Rept System (CONPERS)	ATPER-169		Tape X	CONUSA	CONARC TWX	NO	YES	NO	
20: Z-10, Z-20, Z-30	NONE		Print-out X	CONUSA	Ltr DCSPER-DPS, 9 Aug 71	NO	NO	NO	
21. Special Reserve Components Program Pers. (SRCP)	NONE		Cards	Unit/UPS	AR 680-51	NO	NO	NO	

*Report governed by Army Regulations are changed by the proponent only.

CONUSA Survey (cont)

	(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
			Disposition					Personnel			
	Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
16.	NONE	YES	YES	NO	DA	N/A	N/A	9	9	9	
17.	Update files	NO	YES	NO	DA	N/A	N/A	5	5	5	
18.	Update files	YES	YES	NO	Inst.	Organization Listings	CONUSA	2	2	1	
19.	NONE	YES	NO	NO	CONARC	N/A	N/A	1	1	1	
20.	Analysis	YES	NO	NO	DA	N/A	N/A	1	1	1	
21.	Update	YES	YES	NO	RCPAC	CSGPA-1114	N/A	4	4	4	

*NOTE: Figures shown in the "Personnel" colm (P) are those individuals who are involved with the report preparation and/or files maintenance. These functions are inseparable at this echelon. It is possible, with a detailed analysis (i.e. manpower survey/schedule X) to determine hours required for each item listed. This, however, is not within the scope of this survey nor does time permit such a detailed analysis.

CONUSA Survey (cont)

FUNCTIONAL AREA: MIL PERS

Pers Acctg ACTIVE ARMY	(r) CONARC Disposition

16. N/A

17. N/A

18. N/A

19. see inclosure for list of reports prepared from CONPERS - These reports are used as management tools in HQ CONARC.

20. N/A

21. N/A

AV-A-A-9

REPORT TITLE	FREQUENCY 1 2 3 4	RCS
PMOS UTILIZATION TABLES	M	ATPER-169
MOS DIRECTORY	M	ATPER-169
STATUS OF PMOS PRE-AUDIT REPORT	M	ATPER-169
PRE-AUDIT ERROR REPORT	M	ATPER-169
STATUS OF PMOS POST-AUDIT	M	ATPER-169
POST-AUDIT ERROR REPORT	M	ATPER-169
MOS TREND REPORT	M	ATPER-169
STATUS OF ENL GRADE E6-E9	M	ATPER-169
STATUS OF OFF GRADE 03-06	M	ATPER-169
RECAP OF 3 CHAR PMOS BY CMD	M	ATPER-169
ENL PMOS SQI BY CMD	M	ATPER-169
OFF INV BY CMD/BR AND GRADE	M	ATPER-169
STATUS OF ADP MOS	Q	ATPER-169
ENLISTED ETS REPORT	SA	ATPER-169
M/R STRENGTHS REPORT	M	ATPER-169
BOOK 2 - M/R STRENGTHS	M	ATPER-169
UNIT LIST REGISTER BY UNIT NUMBER	M	ATPER-169
SPECIAL ENLISTED MOS REPORT	M	ATPER-255
UIC ERROR LISTING	M	ATPER-169
UIC MASTER LISTING	M	ATPER-169
ASF UNMATCHED PRINT	M	ATPER-169
ENL ETS UNMATCHED REPORT	M	ATPER-169
ENLISTED ASI REPORT	M	ATPER-169
EM SVC OUTSIDE PMOS REPORT	AR	ATPERAD261
STATUS OF DMOS BY STA TOE	AR	OPO-OT-120
STATUS OF DMOS BY STA TDA	AR	OPO-OT-120
CONARC INFORMATION OFFICERS RPT	Q	NONE

70

CONUSA SURVEY FORM

FUNCTIONAL AREA AG - Military Personnel

POINT OF CONTACT CPT Behler

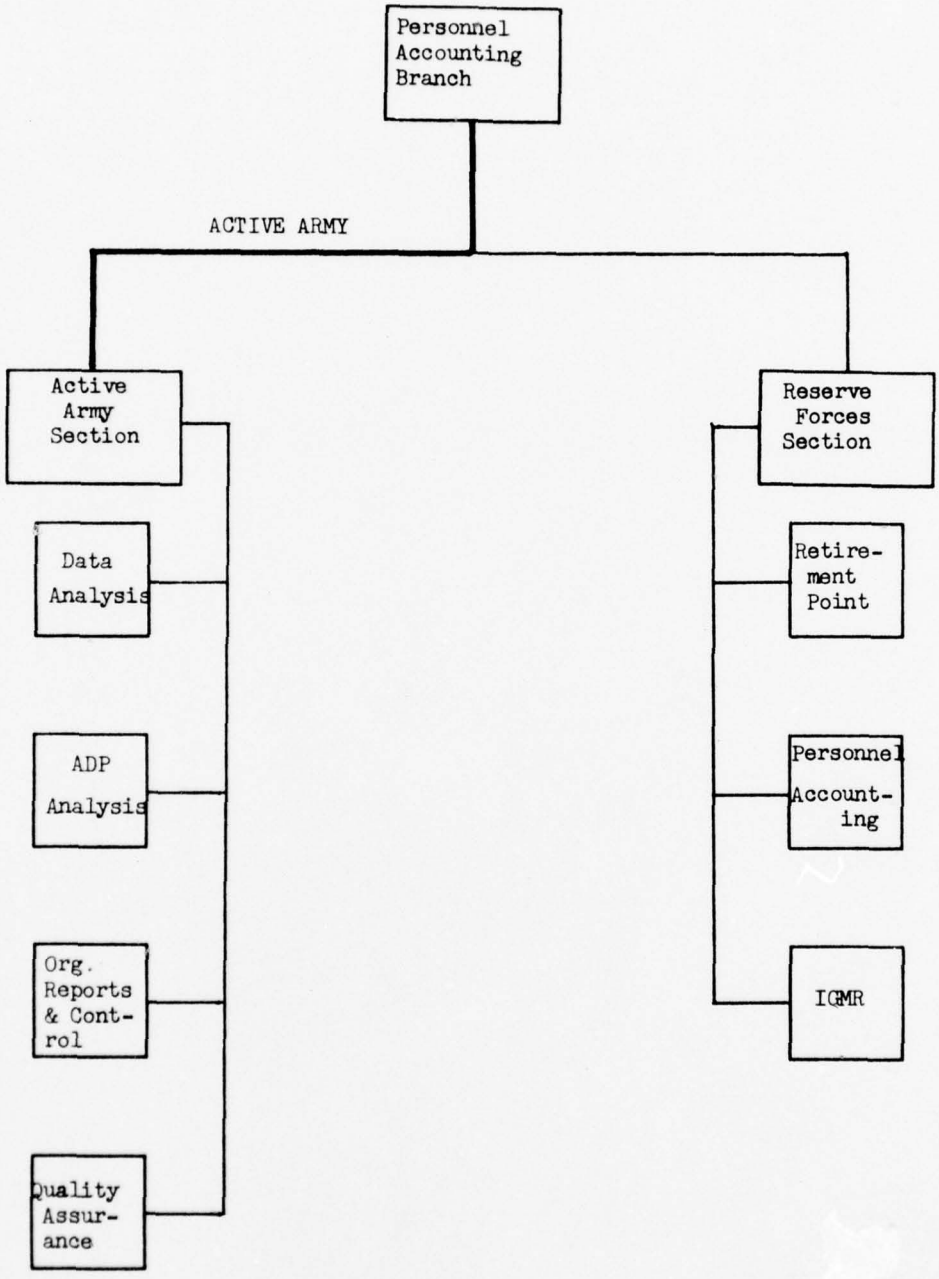
NAME OF OFFICE Personnel Accounting Branch
Active Army Section

TELEPHONE 3941

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Receipt, control, analysis, & coding of Pers Source Doc	B	2	25	17	1	The change of decision point to the installation is based on full extension of SIDPERS. Prior to extension of SIDPERS the decision point cannot be changed.
2. Errors - Research and Analysis	B	2	20	14	1	
3. Audit Balance Tabs	B	2	20	14	1	
4. Process & maintain org Master & AALOC	B	2	2	1	1	
5. Receipt, control, analysis & coding of org source doc	B	2	2	1	1	
6. Audit, balance, and dispatch reports	B	2	5	3	1	
7. Prepare code sheets for enl, reenl & sep	B	2	1	1	1	
8. Provide locator service	B	2	0	2	1&3	Each installation and major command must be capable of providing locator service

CONUSA

AG MILITARY PERSONNEL



A-V-C

72

ORGANIZATIONAL ELEMENT	AUTH (JUNE 71)				AUTH (CURRENT)				ACTUAL			
	OFF	ENL	CIV	TOTAL	OFF	ENL	CIV	TOTAL	OFF	ENL	CIV	TOTAL
Pers. Acc'g, Br	1	3	0	4	1	1	1	3	1	0	1	2
Sub Total	1	3	0	4	1	1	1	3	1	0	1	2
Active Army Sec	0	3	3	6	0	3	3	6	0	2	3	5
Data Analysis	0	37	18	55	0	17	15	32	0	9	14	23
ADP Analysis	0	7	8	15	0	4	8	12	0	1	8	9
Org Repts & Ctrl	0	17	3	20	0	10	4	14	0	10	3	13
Qual. Assur	0	0	0	0	0	6	5	11	0	1	2	3
Sub Total	0	64	32	96	0	40	35	75	0	23	30	53
Reserve Forces Sec	0	0	1	1	0	0	1	1	0	0	2	2
Ret. Points	0	4	12	16	0	2	10	12	0	2	11	13
Pers. Acctg.	0	1	5	6	0	0	7	7	0	0	7	7
Sub Total	0	5	18	23	0	2	18	20	0	2	20	22
FGGM Total	1	72	50	123	1	43	54	98	1	25	51	77
IGMR	0	2	17	19	0	2	25	27	0	2	25	27
AGGREGATE	1	74	67	142	1	45	79	125	1	27	76	104

APPENDIX VI - PERSONNEL ACCOUNTING BRANCH - RESERVE FORCES

1. The Reserve Forces Section of the Personnel Accounting Branch, FUSA, provides the necessary coding, analysis, research, and computer input for updating the Reserve Personnel Master File (RPMF). This information is gathered from Special Orders, Active Duty Reports (DA Form 220), Individual Performance of Reserve Duty Training (DA Form 1380), Army Extension Course Certificates (DA Form 2328), and Unit Record of Reserve Duty Training (DA Form 1379).

2. In addition to posting personnel data to the RPMF, retirement point credits are posted for the individual reservist based on the above referenced documents. These accumulated retirement point credits are provided to the individual reservist annually at the end of his retirement year and upon separation.

3. The Reserve Forces Section maintains the necessary organizational data pertaining to the US Army Reserve elements within the servicing responsibility of the FUSA. This includes activations, inactivations, reorganizations, redesignations, and relocations. Organization changes are closely coordinated with the staff elements of the FUSA.

4. Indiantown Gap Military Reservation (IGMR) has an element that would normally be located at Fort George G. Meade, MD, if sufficient space was available. This element performs coding, analysis, and data reduction for personnel data changes reflected on the DA Form 1379. All input to the computer is provided to the Reserve Forces Section at Fort Meade. All retirement point credits are posted by the Reserve Forces Section at Fort Meade. All error research and analysis is performed at IGMR.

5. The Reserve Forces Section at Fort Meade periodically updates the Mobilization Troop Bases. All reports are audited, balanced, and dispatched from Fort Meade. The Report of Reserve Duty Training (CSRES-17) is prepared at Fort Meade and forwarded to HQ DA. The RPMF is forwarded twice monthly to the US Army Reserve Components Personnel and Administration Center (RCPAC), St Louis. CONARC does not receive any of the Reserve reports. Very little is done by the Reserve Forces Section for the Reserve unit.

6. The primary function of the Reserve Forces Section is to provide automated personnel data to RCPAC.

Tabs
A - Reports Collection Form
B - Functions Survey Form
C - Reserve Forces Section Organization Chart

74

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE AG
DIVISION
BRANCH Pers Acct
SECTION Reserve Forces

DATE OF INTERVIEW 18 Apr 72

FUNCTIONAL AREA(S) Military Personnel

NAME OF INDIVIDUAL CONTACTED CPT Behler
SFC Fenrick

PHONE # 3941

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. USAR Unit Record of Reserve Training (DA FM 1379)	AG-534	See Note X	Print-out X	CONUSA/Unit	DA msg AGRZ-SFC Aug 66	See Note Yes	No	No	DA Form 1379 is prepared by CONUSA on the computer. It is forwarded to the Reserve unit where it is manually annotated as individuals attend unit training. The listing is returned to CONUSA where it is coded, punched, and processed. IGMR also performs some coding and data reduction.
2. Report of Reserve Duty Training	CSRES-17		Print-out X	Unit	AR 680-50	No	NO	No	
3. Army Reserve Magazine	None		Labels X	CONUSA	AR 140-370	No	No	No	
4. Training and Retirement Point Credits and Records	None	X		Individual	AR 140-185	No	No	No	DA Form 1383 are prepared from many sources (including DA Form 1379, DA Form 2328, DA Form 138 etc.) and are provided either annually or upon separation (or retirement) to the individual and to The Adjutant General, HQ DA.
NOTE:	CSRSV-55 CSRES-109 CSRES-116 CSRES-170		The responsibility for these reports has been changed from Pers Acct Div to RCPAC, St Louis, Mo. These reports are prepared from the summary file forwarded to RCPAC each month. Software designed by RCPAC for the Reserve Processing automatically generates a tape PMF for RCPAC.						

A-VI-A

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1. Posting	Yes	Yes	Yes	No	N/A	N/A	6	6	6	
2. None	Yes	No	No	DA	N/A	N/A	6	6	6	
3. Mailing	Yes	No	No	Ind	N/A	N/A	1	1	1	
4. Posting	Yes	No	No	DA	N/A	N/A	26	12	14	

*NOTE: Figures shown in the "Personnel" col(P) are those individuals who are involved with the report preparation and/or files maintenance. These functions are inseparable at this echelon. It is possible, with a detailed analysis (i.e. manpower survey/schedule X) to determine the hours required for each item listed. This, however, is not within the scope of this survey nor does time permit such a detailed analysis.

FUNCTIONAL AREA: MIL PERS CONUSA Survey (cont)

Pers Acctg (r)
RESERVE FORCES CONARC Disposition

1. N/A
2. N/A
3. N/A
4. N/A

AMC-4-3

A-VI-B

CONUSA SURVEY FORM

FUNCTIONAL AREA AG-Military Personnel

POINT OF CONTACT CPT Behler

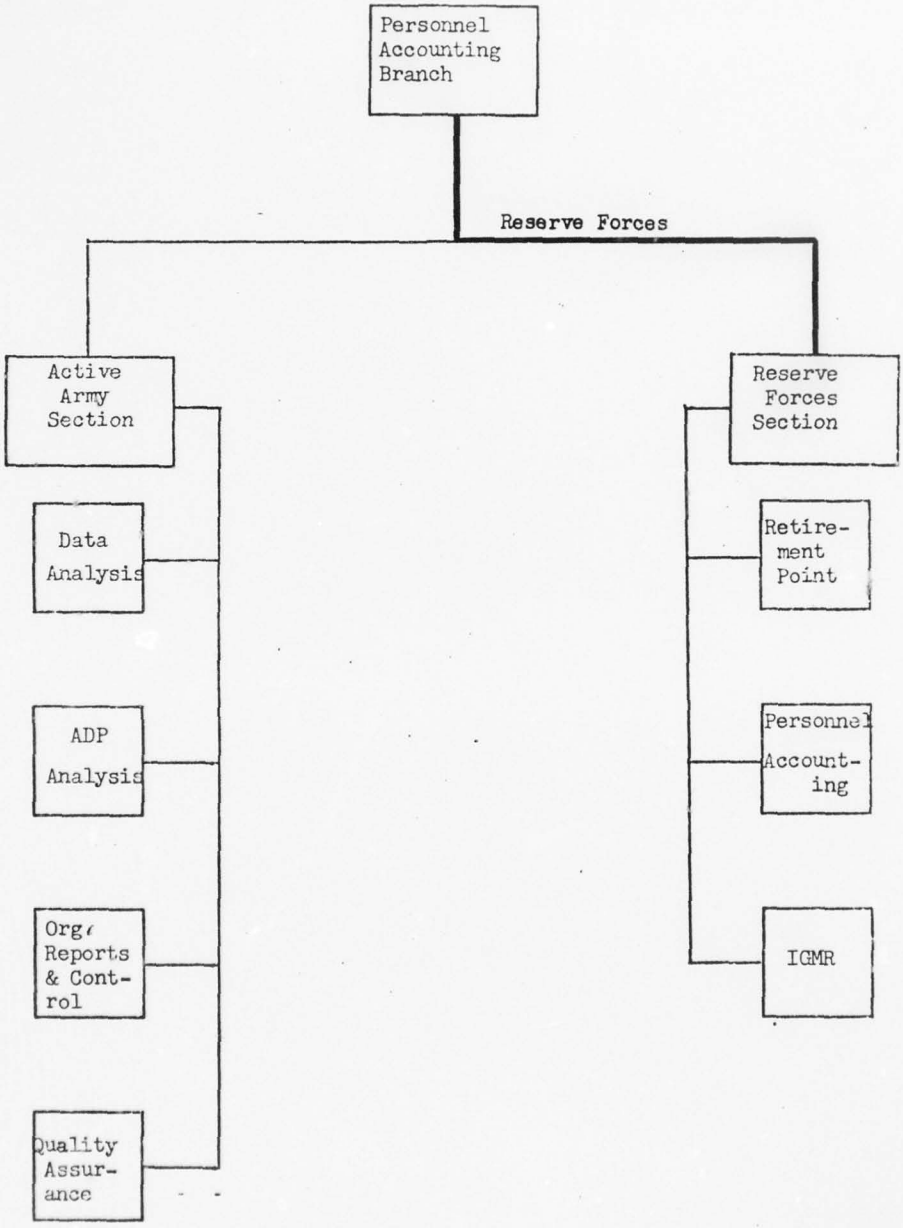
NAME OF OFFICE Personnel Accounting Branch
Reserve Forces

TELEPHONE 3941

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Receipt, Analysis, & Posting USAR Pers Source Doc	B	2	26	26	2	21 Auth & Act at IGMR 4 Auth & Act at FGGM
2. Maintenance of Retirement Point Credits	B	2	12	14	2	
3. Receipt, Control, Analysis & Coding of Org Source Doc	B	2	1	1	2	
4. Update of Troop Basis	B	2	1	1	2	
5. Audit, Balance, & Dispatch Reports	B	2	1	1	2	
6. Error, Research, & Analysis	B	2	6	6	2	6 Auth & Act at IGMR

CONUSA

AG MILITARY PERSONNEL



ORGANIZATIONAL ELEMENT	AUTH (JUNE 71)				AUTH (CURRENT)				ACTUAL			
	OFF	ENL	CIV	TOTAL	OFF	ENL	CIV	TOTAL	OFF	ENL	CIV	TOTAL
Pers. Acctg, Br	1	3	0	4	1	1	1	3	1	0	1	2
Sub Total	1	3	0	4	1	1	1	3	1	0	1	2
Active Army Sec	0	3	3	6	0	3	3	6	0	2	3	5
Data Analysis	0	37	18	55	0	17	15	32	0	9	14	23
ADP Analysis	0	7	8	15	0	4	8	12	0	1	8	9
Org Repts & Ctrl	0	17	3	20	0	10	4	14	0	10	3	13
Qual. Assur	0	0	0	0	0	6	5	11	0	1	2	3
Sub Total	0	64	32	96	0	40	35	75	0	23	30	53
Reserve Forces Sec	0	0	1	1	0	0	1	1	0	0	2	2
Ret. Points	0	4	12	16	0	2	10	12	0	2	11	13
Pers. Acctg.	0	1	5	6	0	0	7	7	0	0	7	7
Sub Total	0	5	18	23	0	2	18	20	0	2	20	22
FGGM Total	1	72	50	123	1	43	54	98	1	25	51	77
IGMR	0	2	17	19	0	2	25	27	0	2	25	27
AGGREGATE	1	74	67	142	1	45	79	125	1	27	76	104

APPENDIX VII - MILITARY PERSONNEL MANAGEMENT BRANCH, DCSPER

1. DCSPER, First US Army, has military personnel responsibilities in addition to those personnel functions performed by the FUSA Adjutant General. The office within the DCSPER which accomplishes these responsibilities is the Military Personnel Management Branch of Plans, Programs, and Operations Division. To do this, it is staffed as follows:

	OFF	WO	EM	CIV	TOTAL
Authorized	2	0	2	2	6
Assigned	4	0	2	2	8

2. DCSPER develops and supervises programs, policies, and procedures for military personnel distribution and management. Within this broad mandate, there are specific subfunctions which are enumerated at Tab B, this appendix. Of primary importance is the monitorship of personnel readiness. There is one for STRAF, REFORGER, and designated General Support Forces units and is accomplished by a review of the personnel portion of the quarterly readiness reports submitted by those units. Personnel evaluations are prepared for each readiness report and accompany it when it is forwarded to CONARC. Personnel assets received by FUSA are distributed in such a manner as to maintain units at their proper readiness condition.

3. The Military Personnel Management Branch, DCSPER, processes assignments of Active Army officers to ROTC, USAR, and ARNG duty. This involves screening of loss rosters from DA, preparing requisitions, receiving nominations from DA, and obtaining necessary acceptances from the various institutions at which ROTC units are located.

4. DCSPER is actively involved in officer requisitions and assignments. Staff sections submit projected losses to DCSPER who prepares the requisition for HQ, FUSA. The AG, SJA, Surgeon, Provost Marshal, and Comptroller prepare the requisitions for those officers in their functional areas. DCSPER also monitors the semiannual requisition for colonels but the actual requisition is prepared by AG based on input from subordinate commands.

5. FUSA receives the Projected Requisition Authority (PRA) from CONARC which breaks out the number of officers FUSA can have by grade and branch. FUSA, in turn, prepares a PRA for its subordinate units and installations. Adjustments to unit PRA are handled by DCSPER on an individual case basis.

6. DCSPER has a requirement to support Reserve Component summer camps by coordinating the assignment of individual Active Army personnel to the camps. This is primarily a selection of O-6 to serve as chief evaluators. AG handles the other support personnel by command levies.

7. Since all of the functions performed by DCSPER are necessary, reorganization would require that they be performed elsewhere. Area Command is the preferred headquarters for the ROTC and Reserve Component personnel functions with either Force or D&T Command assuming personnel

31

readiness, requisitions, assignments, and PRA responsibilities. A personnel savings in this area is anticipated.

8. DCSPER also serves as a focal point for reports submitted by installations. A list of those reports which are either initiated or processed by the Military Personnel Management Branch, DCSPER, is at Tab A.

Tabs
A - Reports Collection Form
B - Functions Survey Form

82

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSPER
DIVISION Plans Programs and Operations
BRANCH Mil Pers Mgt
SECTION

DATE OF INTERVIEW 20 April 72

FUNCTIONAL AREA(S) Military Personnel

NAME OF INDIVIDUAL CONTACTED Mr Bavaria

PHONE # 923-2360

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1.	Strength Report	AHABA-16 (R4)	X		DCSPER/AG	1A Reg 335-4	YES	NO	YES	
2.	Personnel Strength Reporting Divisions and Selected Units	ATPER-55	X		1/6 Cav; 10th SF Gp; 556th Med Co	CON Reg 600-6	NO	YES	NO	
3.	Personnel Strength Reporting Staff and Faculty CONARC Schools and HQ MASSTER	ATPER-74	X		Army Service Schools	CON Reg 600-10	NO	YES	NO	
4.	Personnel Strength Reporting US Army Training Centers	ATPER-192 (R2)(MIN)	X		Army Training Centers	CON Reg 600-8	NO	YES	NO	
5.	Officer Special Career Program Position Report	OPO-91(R1)	X		DPO-DA	AR 611-115	NO	NO	NO	Report originates at DA and is verified by units.
6	Movement of Personnel Overseas and Strength of US Army Personnel Centers	OPO-117	X		Ft Dix only	CON Msg 70284, 27 Dec 68	NO	NO	NO	
7.	Bandsmen Strength Inventory	AHABA-18	X		each band in FUSA	1A Reg 220-3	NO	YES	NO	
8.	First US Army Bandsmans Shortages	ATPER-144	X		DCSPER, FUSA	CON Reg 220-1	YES	NO	YES	
9.	Unit Readiness	ATOPS-116		X	STRAF/REFORGER units & instl	AR 220-1 w/Suppl	NO	NO	NO	
10.	Command Summary Evaluation of Unit Readiness	ATOPS-39 (R3)(CSGPO-265(R3)	X		DCSPER, FUSA	AR 220-1 w/Suppl	YES	NO	YES	

CONUSA Survey (cont)

	(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
			Disposition					Personnel			
	Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1.	Strength Info	NO	YES	YES	N/A	N/A	N/A	1	1	1	Input for ATPER-245 report
2.	Info	N/A	N/A	N/A	N/A	N/A	N/A	1	1	1	Report goes direct from unit to CONARC with info cy to FUSA
3.	Info	N/A	N/A	N/A	N/A	N/A	N/A	1	1	1	Report goes direct from unit to CONARC with info to FUSA
4.	Info	N/A	N/A	N/A	N/A	N/A	N/A	1	1	1	Report goes direct from ATC to CONARC with information to FUSA
5.	Requisitioning	YES	NO	NO	CONARC	N/A	N/A	1	1	1	
6.	None	N/A	N/A	N/A	N/A	N/A	N/A	1	1	1	Report goes from Pers Centers to CONARC
7.	Monitor band strengths	YES	YES	NO	CONARC	N/A	N/A	1	1	1	AHABA-18 is input for ATPER-144
8.	Identify shortages of bandsmen	YES	NO	NO	CONARC	N/A	N/A	1	1	1	
9.	Determine Unit readiness	YES	YES	NO	CONARC	N/A	N/A	2	2	2	Used as input for ATOPS-39
10.	termine Unit readiness	YES	NO	NO	CONARC	N/A	N/A	2	2	2	Report initiated at FUSA

A-VH-A-2

CONUSA Survey (cont)

MIL PERS MGT BR PLANS, PROG, & OPNS DIV, DCSPER	(r) CONARC Disposition
1. AHABA-16	N/A. Report is retained at FUSA.
2. ATPER-55	Used by CONARC to monitor strengths of STRAF and REFORGER units, ACR, Divisions, and MASSTER. Info is forwarded to DA weekly.
3. ATPER-74	Used to monitor strength of CONARC schools and HQ MASSTER. Information is combined with ATPER-48 and ATPER-192 to make up the monthly CONARC strength summary which is furnished to DA.
4. ATPER-192	Used to monitor permanent party strength of training centers. Information is combined with ATPER-48 and ATPER-74 to make up the monthly CONARC strength summary which is furnished to DA.
5. OPO-91	Used to identify officers assigned to special career programs. CONUSA reports are consolidated at CONARC. CONARC input is added, and all reports are forwarded to DA semiannually. This report is also used by CONARC as a reference for approved and recognized career program spaces.
6. OPO-117	Used to monitor the number of personnel going overseas and processed by personnel centers. Info is forwarded to DA.
7. AHABA-18	Used by CONARC to determine authorized and assigned strength of bands by MOS and projected shortages. This report is submitted as an inclosure to ATPER-144.
8. ATPER-144	Used to monitor strength of all bands in CONUS. Info is received from each CONUSA and analyzed for shortages. A copy of this report is provided to DA.
9. ATOPS-116	Used to monitor personnel readiness condition of all reporting commands.
10. ATOPS-39	Used to monitor personnel readiness condition of all reporting commands.

A-VII-A-3

CONUSA SURVEY FORM

FUNCTIONAL AREA Military Personnel

POINT OF CONTACT LTC Thomas

NAME OF OFFICE Mil Pers Mgt Br, DCSPER

TELEPHONE 923-2360

	(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1.	Develops and supervises programs, policies, and procedures for military personnel distribution and management	D&E	2	.50	.50	3	
2.	Processes assignment of Active Army officers to ROTC, USAR, and ARNG duty to include initiation of requisitions nd obtaining clearances for assignment.	B	ROTC institution and 4	1.75	1.75	ROTC institution, 2 and 4	
3.	Monitors personnel readiness of STRAF, REFORGER, and designated GSF units.	B,D,E	1&2	1.25	1.25	1&3	CONUSA has no authority to approve PCS whi restricts management of pers assets.
4.	Processes readiness reports and prepares personnel evaluation for each	B&C	2	.125	.125	3	

A-VII-B

CONUSA SURVEY FORM

FUNCTIONAL AREA Military Personnel

POINT OF CONTACT LTC Thomas

NAME OF OFFICE Mil Pers Mgt Br, DCSPER

TELEPHONE 923-2360

	(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
5.	Coordinates and supervises personnel assignments within established DA priorities	A,B	2	.125	.75	3	Off only
6.	Supervises procurement of officers for special assignments	A&B	2	.125	.125	3	Off TDY
7.	Requisitions and assigns officer personnel for Army Hq. Monitors monthly officer and semiannual COL requisition for First US Army	A,B,C	2,4	1.25	1.25	3	Staff sections submit projected losses to DCSPER who includes requirements in regular requisition. AG, SJA, Surg, PM, Comptroller handle requisitions in their area.
8.	Coordinates and distributes PRA to installations quarterly	A,B	2	.125	.125	3	
9.	Coordinates the assignment of individual Active Army pers to spt Reserve Component Summer Camps	A,B	2	.125	.125	3	O-6 to serve as chief evaluators.
	TOTAL			6	6		

ANNEX B - CIVILIAN PERSONNEL SUMMARY

1. The actual impact of CONUSA/CONARC abolishment upon the installation in the Civilian Personnel area is minimal. Civilian Personnel Office operations are sufficiently flexible and have sufficient DA regulatory and procedural guidance to accommodate to the contemplated changes in reporting relationships, guidance flow, and Command Control.

2. In the Civilian Personnel functional area, CONARC serves almost exclusively in the role of allotting resources in the form of funds and personnel spaces to the four CONUSA headquarters. This resource allocation could be removed to Force Command and Doctrine and Training Command headquarters with no impact on operations at the installation level. Civilian Personnel guidance to installations from the CONUSA could as readily come from either (or both) of the new Major Commands. This is evident from the nature of the guidance, as discussed in Appendix III.

3. Reports flow to either new command from an installation (or to both commands if that alternative is adopted) represents little shift for the CPO who now makes those reports anyway. Nearly all reports now made are required by DA or the Civil Service Commission, and there is no real potential for reports elimination in this functional area as a result of the proposed reorganization. Tab A to Appendix IV supports this point.

4. There is no impact with respect to the National Guard in this functional area, since installation CPO do not provide servicing for National Guard civilian personnel.

5. There are prospective savings in this functional area, emanating primarily from two sources:

a. Abolishment of CONARC.

b. Reduction in the Civilian Personnel Director/Deputy/Secretary groupings by virtue of a reduction in the number of major commands. These savings are placed at an approximate total of 10 positions out of a present total of 67 for this functional area (Appendix V gives a breakout of this calculation).

6. The personnel saving in this functional area is limited because the functions currently being performed at the CONUSA will have to be performed at the Force and D&T Command HQ.

Appendices
I - FUSA Civilian Personnel Function Staff
II - FUSA CPO
III - Guidance Flow
IV - Reports
V - Verification of Forms B and C

APPENDIX I - FIRST US ARMY CIVILIAN PERSONNEL FUNCTION STAFF

"ANSWER FOUR QUESTIONS"

(Per Paragraph 1, Analysis Format, concerning
the CONUSA Role)

The questions:

a. What role does the CONUSA play with regard to DA, CONARC, and the installation in this functional area?

b. What does the CONUSA require from the installation and what does it do for the installation in this functional area?

c. What does the CONUSA do for CONARC in this functional area? (CONARC requirements)

d. What does the CONUSA do for DA in this functional area? (DA requirements)

These questions are best addressed in the Civilian Personnel functional area by looking individually at each of the four subfunctions and its major component parts. This was accomplished through detailed interviews with the chiefs of each of the subfunctions at FUSA staff Civilian Personnel Division, interviews with the Deputy Civilian Personnel Director, and review of representative documents they furnished. The immediate following pages of this appendix represent the results of those efforts as they specifically relate to the four questions above. The representative documentation mentioned above appears at Tabs B through F to Appendix III to this Annex.

89

FIRST US ARMY

CIVILIAN PERSONNEL FUNCTIONAL AREA

MANAGEMENT - EMPLOYEE RELATIONS SUBFUNCTION

1. Civilian personnel labor-management relations program.

a. Staff role in bargaining unit determination. CONUSA function entails looking for units that can be combined to minimize fragmentation. (Amount of activity and level of difficulty is directly related to the number of bargaining units granted exclusive recognition.)

b. CONUSA represents installations at Department of Labor hearings on unit determinations.

c. In connection with negotiated agreements, affords staff assistance to installations in attempt to resolve impasses, before such impasses go to the Federal Mediation and Conciliation Service (FMCS) (and, subsequently, to the Federal Service Impasse Panel, although some have yet gone that far). CONUSA provides the representation before FMCS -- it represents the installation.

d. Questions during negotiation are telephoned from installations to CONUSA, for guidance. CONUSA provides an overview which affords consideration of the potential impact of the matter under question, as it is likely to impact outside the local installation (i.e., throughout the Army area).

e. Provides staff assistance toward resolution of Unfair Labor Practice Complaints arising at installations. There is no CONARC involvement in labor-management matters. 56.1% of all FUSA civilians are covered by exclusive recognition. 81% of all Wage Grade are in such units. 46% of all GS are in such units. There are 79 exclusively recognized units, 42 of which are operating under negotiated agreements. 67% of A.R.T. employees are covered by units with exclusive recognition. Only 14% of NAF employees in the FUSA are in exclusively recognized units.

2. Incentive Awards. CONUSA monitors employee recognitions (Quality Increases, Sustained Superior Performance Awards) with respect to DA-established goals. With respect to the employee suggestion program, there is overall monitoring at CONUSA in connection with DA-established submission/adoption goals. CONUSA has evaluation responsibility for installation suggestions which require exception to or change of CONUSA/DA/CSC regulation.

3. Equal Employment Opportunity - CONUSA effort has two aspects:

a. Comparison of minority employment with local labor market, (this information is, or should be already known at installation level.

b. Review of installation Equal Employment Opportunity Plans of Action. This last is done in conjunction with the EEO Officer for the CONUSA. The end result is approval of the installation plan, or redirection of the plan back to the installation with guidance for rework of pertinent items.

4. Grievances and Appeals. CONUSA serves as major command for review of grievances and appeals emanating from installations. If local commander disagrees with findings of the US Army Civilian Appellate Review Agency with respect to a grievance or appeal, local commander may forward to CONUSA for determination. There is further right of appeal to DA from CONUSA decisions on appeal matters only. No CONARC involvement whatever.

5. Alcohol Control Program. CONUSA efforts in this new program (AR 600-300) thus far have been devoted to initial implementation of the AR, and several conferences to explain and discuss program requirements. There is no CONARC involvement, either in guidance or reporting requirements.

6. Communications with the workforce. Nothing emanates from CONARC to assist in this area. CONUSA efforts to installations are confined to three aspects:

a. Review activity communications issuances, and circulate the noteworthy ones to other CONUSA installations.

b. Periodic (approximately monthly) publication of "Labor Relations Note" (Tab B to App III). These go to all installation Labor Relations Specialists in the CONUSA.

c. The publication of the "Civilian Personnel Officers' Newsletter," to all CPO.

RECRUITMENT AND PLACEMENT SUBFUNCTION

1. Analysis of civilian personnel staffing requirements. CONUSA involvement is by review of installation Civilian Personnel Program Report, DA 1346, with respect to overall staffing accomplishments in relation to requirements. There is some further staff-level determination of requirements, as in recent FUSA determination of requirement in connection with USAR test element in the Boston area, to be personnel-serviced by Fort Devens. No CONARC involvement whatever.

2. Merit Placement and Promotion (MPP). CONUSA service to installation consists of review of activity MPP Plan prior to its implementation, and staff advice/direction on correctible areas. No CONARC involvement. No activity MPP may be implemented without FUSA approval.

3. Reduction in force. CONUSA involvement is to review activity RIF plans in all cases where 50 or more civilians are to be separated. Where the number to be RIF'd is 50-100, CONUSA recommends approval to CONARC. Plans involve time projections for issuance of RIF notices, effective dates thereof, and placement efforts for affected employees.

4. Control, assign intern spaces to installations. Here, there is CONARC involvement, with that headquarters allotting civilian intern spaces to CONUSA, and CONUSA further allotting them to installations based upon annual report of career intern needs received from installations. There is further CONARC involvement in referral of higher grade employees in DA career field programs for placement consideration. The following represents breadout of particular career field programs and headquarters from which career referral registers emanate for positions at the grades indicated:

CAREER FIELD PROGRAM	CONARC REFERRAL	CONUSA REFERRAL
Supply Mgt	GS-12	GS-11
Equipment Specialist	GS-12	GS-11
Procurement	GS-12	GS-9/11
Information & Editorial	GS-11/12	---
ADP	GS-11/12	---
Transportation	GS-12	GS-11
Civilian Personnel	---	GS-12
Safety Mgt	---	GS-12
Intelligence	---	GS-12
Education	---	GS-11
Comptroller	GS-12	---

5. Fringe benefits. CONUSA involvement with installation is to insure that installations have developed local policies in matters where there is latitude under CSC/DA regulations (no specific report

92

AD-A047 031 OFFICE OF THE CHIEF OF STAFF (ARMY) WASHINGTON DC MA--ETC F/G 15/5
FUNCTIONAL STUDY OF CONUSA (CONTINENTAL U.S. ARMY) MANAGEMENT.(U)
MAY 72

UNCLASSIFIED

2 OF 20
AD A047031

is required by FUSA for this determination; it is made only in connection with staff visits). No CONARC involvement or guidance in this area.

6. Mobilization planning. As in paragraph 5 above, the only review of installation efforts to comply with actions required by DA Civilian Personnel Regulation M-100 is by review of local efforts during staff assistance visits. There is no CONARC involvement.

POSITION AND PAY MANAGEMENT SUBFUNCTION

1. Classification Standards Development. (These are proposed or draft standards developed by the Civil Service Commission and referred to agencies for comment). CONUSA involvement here is to determine to which installations the standards have pertinence, solicit comments from those installations, include CONUSA headquarters comments, and forward to DA for consolidation and presentation to the Civil Service Commission. There is no CONARC involvement whatever.

2. Grade Alignment and Job Evaluation Guidance. CONUSA role is to furnish such guidance to installations, in order to assure uniform application of classification standards and relationships of position structures. Example of CONUSA issuances to installations in this area may be found at Appendix III, Tab D. No CONARC involvement whatever.

3. Complaints and Appeals. CONUSA serves as first level decision authority on position classification appeals. During the past full calendar year, there were 80 such appeals processed at FUSA Civilian Personnel Division. No CONARC involvement whatever.

4. TDA Coordination. All TDA are reviewed and must be approved at FUSA level. In the Civilian Personnel Division, the action is best described as a position structure review with respect to classification of the positions. This is related to and is an on-going resultant of paragraph 2 above, in this same subfunction. It is a coordinative effort with the FUSA Force Development Function. There is no assistance from CONARC in this TDA review.

5. Average Grade Reduction/Control. CONUSA functions here to assign goals to each installation, to solicit their plans for attaining the goals. There is overall guidance from CONARC with respect to such matters as required average grade reductions. Examples of CONUSA issuances to installations in this area are attached at Appendix III, Tab E.

6. Coordinated Federal Wage Rates. The CONUSA function is to receive such schedules from the DOD Wage Fixing Authority and distribute them to installations where they apply. There is no CONUSA representation on Area Wage Committees. There is correlative effort in this subfunction in the Nonappropriated Fund area with respect to Army/Air Force exchange rates (a separate "prevailing rate" system for NAF employees). This entire area comprises only minimal service/guidance to installations by CONUSA. No CONARC involvement whatever. There are at present some 45 area wage schedules in effect in FUSA area.

7. Staff Assistance Visits. These consist of Program Evaluation visits to installations (for total review of installation P & PM programs), and Staff Assistance visits in connection with particular problems or areas of emphasis. Tab C to Appendix III shows such visits for the calendar years 1970 and 1971. There are no correlative visits by CONARC to the CONUSA.

TRAINING AND DEVELOPMENT SUBFUNCTION

1. CONUSA functions in this subfunctional area in the following primary manners:

a. By insuring that installations perform required training; that is, training which originates from decisions made outside the installation (primarily, this is DA-directed training). Installation reports to CONUSA (primarily the quarterly Civilian Personnel Program Report, DA-1346, and accompanying narrative), are the means of CONUSA determinations that the required training is being completed.

b. By review, during field visits, of local annual training plans at installations. Aside from 1a above, this review is designed to determine if locally-needed training is being identified and carried out. Each activity has a local training committee which functions to identify such local training needs, and the CONUSA representative in a staff assistance visit interfaces with that committee.

There is no CONARC involvement in any of the above.

2. Several other incidental aspects of CONUSA functioning in this subfunctional area with respect to installations are as follows:

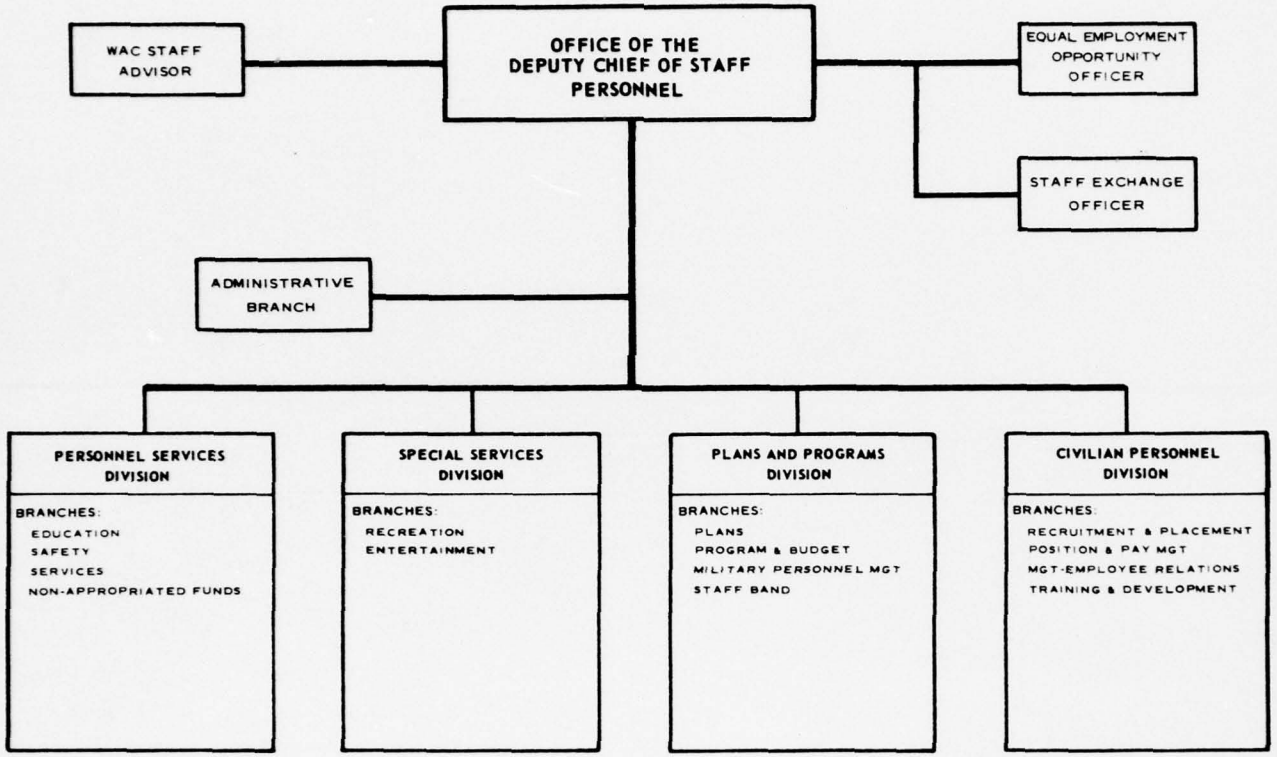
a. Occasional staff assistance in the development of pilot training programs for test within FUSA and possible application throughout the CONUSA. A recent example of this is development of a pilot program at Fort Hayes CPO for training of AST Reserve Technicians. The test proved successful and is now required training for all AST in FUSA area. No CONARC involvement, no CONARC guidance.

b. Suballot training spaces for career program interns to installations, for required intern training.

Tabs
A - Office Structure
B - Functions Survey Form
C - Office Functions
D - CONARC CPO Comparison
E - FUSA Civilian Personnel Division - TDA
F - FUSA Civilian Personnel Program Document

B-I-A

HEADQUARTERS FIRST UNITED STATES ARMY



CONUSA SURVEY FORM

FUNCTIONAL AREA Civilian Personnel

POINT OF CONTACT Mr. L. Morris

NAME OF OFFICE Civilian Personnel Division

TELEPHONE 4941

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Management Employee Relations			4	4		Four persons authorized and utilized in Mgt Employee Relations; cannot be further broken out.
a. Labor-Mgt Relations	D - G	4	-	-	3	Decision point on bargaining unit determinations and impasse referral to Federal Mediation and Conciliation Service should be at New Major Command.
b. Grievances & Appeals	A	2 - 4	-	-	3 - 4	Major Command decision on appeals is at CONUSA level. Right of further appeal to Office, Secretary of the Army. Under reorganization Major Command decision will be at new Major Command; no change in further appeal right to OSA.
c. Balance of the Subfunctions	A-D-E G	1 - 2	-	-	1 - 3	Only decision at CONUSA with respect to balance of MER subfunctions is on adequacy of the installation EEO Plans of Action. CONUSA decision, however, is made by CONUSA EEO Officer, in coordination with MER subfunction.

CONUSA SURVEY FORM

FUNCTIONAL AREA Civilian Personnel

POINT OF CONTACT Mr. L. Morris

NAME OF OFFICE Civilian Personnel Division

TELEPHONE 4941

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Recruitment and Placement	A-C-G	1-2-3-4	4	4	1-3-4	Current decisions at CONUSA: (1) Approval/Disapproval of installation Merit Placement and Promotion (MPP) Plans. (2) Assignment of intern spaces to installation. Recommended Decision Point: DA - Those bearing upon administration programs, or having effect on several commands. New Major Command - Approval of MPP Plans, suballotment of command intern spaces, career field program referrals at designated grade levels. Installation - All other.

B-I-B-2-I

CONUSA SURVEY FORM

FUNCTIONAL AREA Civilian Personnel

POINT OF CONTACT Mr. L. Morris

NAME OF OFFICE Civilian Personnel Division

TELEPHONE 4941

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Position and Pay Management	A-D-E-G	1-2-4	4	4	1-3-4	Current CONUSA Decision: (1) Major Command decisions on classification appeals. Under reorganization, recommend this decision be at new Major Command. (In both cases, final decision is at DA.) NOTE: CONUSA functions in average grade reduction/control area by assigning goals to installations and soliciting their plans of action. In view of guidance and direction received from DA and CONARC, the CONUSA role in assigning such goals is not here considered as a "decision." Under reorganization, new Major Command would assume role of both CONARC and CONUSA in this matter, and the function is then considered as a "decision" in column (f).

CONUSA SURVEY FORM

FUNCTIONAL AREA Civilian Personnel

POINT OF CONTACT Mr. L. Morris

NAME OF OFFICE Civilian Personnel Office

TELEPHONE 4941

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Training and Development	A-D-G (The Study Team agreed to add one space to the 16 actually authorized for this function to account for a pro rated share of DCSPER "overhead" or management, making an overall total of 17.)	1 2-4	1	1	1-3-4	Current CONUSA decisions: Only one at this point is the decision as to how career program training spaces are to be suballotted. This would be made at new Major Command under reorganization.

NOTE #1: In addition to the total of 13 personnel shown on this and the three preceding subfunction forms, there are in the Civilian Personnel Division three other persons: The Civilian Personnel Director, the Deputy Director, and their secretary, making a total of 16 authorized for the Civilian Personnel function.

NOTE #2: On the TDA of the U.S. Army Support Element, First Army, there are 15 spaces devoted to the operation of the Fort Hayes Civilia Personnel Office, Columbus, Ohio. (These are entirely apart from the 16 spaces spoken to in the note just above.) The operation of the Fort Hayes CPO, its relationships to the CONUSA, and recommendations for its disposition in connection with the reorganization, are spoken to in the CONUSA Analysis.

NOTE: The functions of Civilian Personnel Division as stated in Headquarters, First US Army Memorandum Number 10-1, 30 August 1971, are not current. The attached statement is a current representation of those functions. Although it does not show the four subfunctional areas by name, those subfunctions continue to be:

Management Employee Relations

Position and Pay Management

Recruitment and Placement

Training and Development

FUNCTIONAL STATEMENTS

CIVILIAN PERSONNEL DIVISION

1. Plans, develops, coordinates, controls and evaluates civilian personnel management programs, policies, and requirements for the First US Army. Provides staff direction, advice and assistance to subordinate installations and activities, and serves as the key advisor to the Army Commander on civilian personnel management matters.

2. Analyzes short and long range civilian personnel staffing requirements and directs positive recruitment, merit promotion and in-service placement, reduction-in-force and out-placement programs to meet staffing needs. Projects junior level intake for career programs, coordinates college recruitment and prepares referral lists for mid-level positions.

3. Directs programs related to civilian personnel records and reports and employee benefits including but not limited to records automation, processing personnel actions, leave, health benefits, life insurance, retirement, disability and death compensation, unemployment compensation, travel and transportation on change of station, congressional inquiries, and mobilization planning.

4. Exercises staff responsibility for execution of the Command Position and Pay Management program including job classification, position management advisory service, TDA coordination, classification complaints and appeals, evaluation decisions, command-wide grade alignment, control of high grades and grade escalation, implementation of pay systems and pay rates, development of job evaluation standards, and development of policies, objectives and guidelines pertaining to classification and compensation of civilian employees.

5. Directs civilian personnel labor-management relations programs including determination of appropriate bargaining units, conduct of elections, according union recognition, negotiation of agreements, advice and assistance to negotiating teams and management, and resolution of grievances and unfair labor practices complaints arising from negotiated agreements.

Appropriate Activity

Table A

6. Directs civilian personnel programs and policies for incentive awards, suggestions, maintenance of discipline, communications with workforce, employee services, equal employment opportunity, performance appraisals, drug and alcohol control, servicing agreements, grievances and appeals and employee counseling.

7. Directs programs and policies for training and development of civilian employees including supervisory, executive and middle management, technical and skills, instructor and other job-related training on and off the job responsive to immediate and long range needs of the Command. Develops and conducts specialized and pilot training courses. Coordinates training in Government and Non-government facilities; and monitors training activities including records maintenance.

8. Conducts field reviews of subordinate installations' civilian personnel management program administration and makes special visits to provide advice and assistance as required.

9. Maintains liaison with representatives of the Department of Army, Department of Defense, US Civil Service Commission, and other government and non-government agencies on personnel management matters.

CONARC CPO COMPARISON

		31 Dec 71 STR Services *	Req	Auth	Actual	Ratio	Field CPO	NAF Resp
First Army		31,125	19	16	16	1:1953	14.(3)	YES
Third Army		24,856	17	14	14 +2 NAF	1:1775	9	YES
Fifth Army	(1)	27,681	20(4)	18	18	1:1538	12	NO
Sixth Army		13,654	11	9	9	1:1517	6	LIMITED
LATEST MPR RECOMMENDED	Proposed	31,125 36,125 Incl NAF			14 + 1 NAF	1:2223 1:2408		

(1) Does not include 5,000 at Ft Ben for which Adv Serv resp only is delegated

(3) Includes Hancock AFB, who cross-services for Camp Drum

(4) MPR Survey recommendations just completed (included recommendation that they be staffed at 100% of recognized requirements).

* Does not include NAF

NOTE: Strength figures are total personnel, regardless of command channels, serviced by subordinate CPO's, i.e., all civilians at Belvoir serviced by Class I CPO.

CLE A743 720113 — 1A-W0GXAA-04 — 71 06 20

HQ 1ST USA FT MEADE — N/A — TDA

J 00	MIL PERS MGT BR							X
01	CHIEF	05	02260	AR 095111410000	1	1	0091	X
02	PERS STF OFF	04	02260	IN 095111410000	1	1	0091	X
03	PERS STF OFF	03	02260	AR 095111410000	2	0	0091	X
04	PERS MGT SUPV	E8	71H50	NC E95111410000	1	1		X
05	PERS MGT SUPV	E7	71H40	NC E95111410000	1.	1		X
06	PERS MGT SP	E5	71H30	NC E95111410000	1	0		X
07	MIL PERS MGT SP	11	00205	GS C95111410000	1	1	0084	X
08	MIL PERS MGT SP	09	00205	GS C95111410000	1	0		X
09	CLERK STENO	04	00312	GS C95111410000	1	1		X
10	CLERK TYPIST	03	00322	GS C95111410000	1	0		X
	TOTAL				11	6		
3K 00	CIV PERS DIV							X
01	PERS OFF	15	00201	GS C95111410000	1	1	0084	X
02	ASST PERS OFF	14	00201	GS C95111410000	1	1		X
03	OFC SVCS COORD STENO	06	00301	GS C95111410000	1	1		X
	TOTAL				3	3		
3L 00	RCT : PLACEMENT BR							X
01	PERS STF SP	14	00212	GS C95111410000	1	1	0084	X
02	PERS STF SP	12	00212	GS C95111410000	1	1		X
03	PERS STF SP	07	00212	GS C95111410000	1	1		X
04	STAT CLERK TYPIST	05	01531	GS C95111410000	1	0		X
05	PERS CLERK TYPIST	04	00203	GS C95111410000	2	1		X
06	CLERK-TYPIST	03	00322	GS C95111410000	1	0		X
	TOTAL				7	4		
	11 10				10			

CLE A743-720113 1A-WOGXAA-04
71 06 20

HQ 1ST USA FT MEADE

N/A TDA

3M 00	POS AND PAY MGT BR							X
01	POS CLAS SP	14	00221 GS C95111410000	1	1	0084		X
02	POS CLAS SP	13	00221 GS C95111410000	2	2			X
03	POS CLAS SP	12	00221 GS C95111410000	1	0			X
04	CLERK STENO	04	00312 GS C95111410000	1	1			X
	TOTAL			5	4			
3N 00	MGT EMPL REL BR							X
01	CHIEF	14	00230 GS C95111410000	1	1	0084		X
02	EMPL-MGT COOP SP	13	00230 GS C95111410000	2	2			X
03	AWARDS CLERK STENO	05	00301 GS C95111410000	1	1			X
	TOTAL			4	4			
030 00	TNG : DEV BR							X
01	EMPL DEV OFF	14	00235 GS C95111410000	1	1	0084		X
02	EMPL DEV SP	13	00235 GS C95111410000	1	0			X
03	CLERK TYPIST	03	00322 GS C95111410000	1	0			X
	TOTAL			3	1			
04 00	SEC DCSLOG							X
01	DCSLOG	06	02625 EN 095111410000	1	1	3L91		X
02	ASST DCSLOG	06	02625 IN 095111410000	1	1	3L91		X
03	ADMIN OFF	04	02120 PA 095111410000	1	1			X
04	CHIEF LOG NCO	E7	76Z50 NC E95111410000	1	1			X
05	ADMIN SUPV	E6	71L40 NC E95111410000	1	1			X
06	ADMIN SP	E5	71L20 NC E95111410000	1	1			X
07	CLERK TYPIST	E4	71B30 NC E95111410000	1	0			X
08	SECY STENO	06	00318 GS C95111410000	1	1			X
	TOTAL			8	6			

DEPARTMENT OF THE ARMY
HEADQUARTERS, FIRST UNITED STATES ARMY
FORT GEORGE G. MEADE, MARYLAND 20755

*1A REG 690-17

REGULATION
NUMBER 690-17

9 September 1971

CIVILIAN PERSONNEL

PROGRAM GOALS AND REQUIRED ACTIONS

1. Purpose. This regulation outlines program goals, and actions required in implementing the Civilian Personnel Management Program in this Army area.

2. Scope. The provisions of this regulation apply to all installations and activities whose civilian personnel services are provided by civilian personnel offices of First US Army installations.

3. Program Goals and Required Actions. Program goals and required actions are as indicated in Appendix of this regulation. (AHABA-C)

FOR THE COMMANDER:

OFFICIAL:

S. M. MARKS
Major General, GS
Chief of Staff

H. J. WEBB
Colonel, AGC
Adjutant General

1 Incl
Appendix

DISTRIBUTION:
A(27 only) - 5
B - 5 ea
F(46 and 47 only) - 5 ea
G - 5 ea
5 - CO, 4789th Air Base Group
Hancock Field, Syracuse,
New York
2 - CG, CONARC, ATTN:
ATPER-CP
50 - AHABA-C

*This regulation supersedes 1A Reg 690-17, 31 July 1969.

Appendix

CIVILIAN PERSONNEL OPERATING GOALS, AND REQUIRED ACTIONS

I. Staffing (Including Career Program Administration)

A. Operating Program Goals

1. Followup on 100% of external recruitment and a representative number of in-service placement actions within 60 days after effective date to evaluate effectiveness of recruitment, candidate evaluation, selection, orientation and on-job training.

2. Fill at least 80% of all approved requisitions received and on hand during each quarter. A requisition is an approved requisition only if Civilian Personnel Officer has authority to fill position and is not restricted by a "hire freeze" or other similar limitations.

3. Followup on a representative number of students, counselors and other summer hires during each succeeding year to evaluate reactions to employment experience.

4. Keep career program records current by submitting registration and change data on a weekly basis.

5. Assure that authorized civilian trainee intake spaces are kept filled.

B. Action Required by Commander and/or Line Managers

1. As required, appoint activity career coordinators. A Career Coordinator is highest ranking line manager who has supervision over function; for example: post comptroller, post engineer, chief of supply or maintenance, etc.

2. Assure that employees in career fields are given mandatory training required by individual career plans and applicable career program regulations.

3. Develop, and assure success of placement plans to assign employees to positions on the basis of merit and mission needs. Typical types of actions by line managers to assure necessary placement plans are, for example: designating technical specialists to serve on Interagency Boards and installation merit promotion panels; reviewing and suggesting to installation personnel officers more meaningful qualification requirements; identifying the strengths and weakness of employees, and developing individual plans to fully use strong points and to eliminate weaknesses; making more meaningful placement appraisals, especially during probationary periods, and notifying installation personnel officers of these appraisals for appropriate actions; coordinating with civilian personnel officer use of details, job tryouts and trainee positions in solution of staffing problems; notifying civilian personnel officer in advance of anticipated personnel and organizational changes and solicit his assistance in effecting personnel actions on a sound and timely basis.

4. Continuously evaluate special employment programs and furnish status reports upon request. Meet quotas for employment of disadvantaged youth with emphasis on quality and equitable balance.

5. Analyze workforce against current and projected manpower and budgetary restrictions to make a realistic determination of needed intern intake.

6. Assure that interns are provided meaningful and challenging work and training assignments.

C. Supportive Action Required by the Civilian Personnel Office

1. Recruit high quality interns to meet needs of various Civilian Career Management Programs. Keep in continuing touch with college placement officers, with special emphasis on minority hires.

2. Maintain accurate and current merit placement and career program records.

3. Provide guidance and staff assistance to commanders, career program coordinators, supervisors and employees.

4. Assure fulfillment of all administrative and procedural requirements for each career program.

5. Provide career counseling assistance to supervisors and program coordinators.

6. Establish procedures consistent with Department of Army Merit Promotion Program governing filling of positions by promotion, selection of supervisors, and other competitive placement actions.

7. Reorient and/or train all personnel involved on all aspects of revised Merit Promotion Program.

8. Install job element system for all wage-grade positions by 30 June 72.

9. Establish criteria and evaluation systems for at least 30 percent of all other positions in which there was significant placement activity.

10. Conduct training (based upon Department of the Army guidance) of all raters involved in Merit Promotion Program.

11. Intensify college recruitment effort and furnish information on results, upon request.

12. Involve management in planning most feasible and effective position structure possible under conditions of reduced staffing levels.

13. Assure accuracy of competitive areas and levels and currency of retention registers.

14. Participate in planning of RIF's with emphasis on mission effectiveness and minimum turbulence. Be especially sensitive to problems caused by contracting out or use of military personnel.

15. Provide out-placement assistance as necessary.

16. As necessary, develop plans and train Civilian Personnel Office Technicians in areas of reduction-in-force, termination, pay adjustment, retirement.

17. Develop plans of action to support all special employment programs.

II. Communications

A. Operating Program Goals

1. Assure that appropriate policy and/or informational material is provided managers, supervisors and employees on following subject as a minimum:

a. Placement and merit promotion

b. Overseas employment opportunities

c. Hours of work

d. Absence and leave

e. Standards of conduct of employees

f. Political activity

g. Discipline

h. Position management and pay administration

i. Performance evaluation

Appendix

j. Employee training and development

k. Career program administration

l. Health and life insurance

m. Injury compensation

n. Unemployment compensation

o. Retirement

p. Reduction-in-force

q. Employee services

r. Alcoholism and drug control

s. Incentive awards and suggestion program

t. Equal employment opportunity

u. Labor-management relations

v. Complaints, grievances and appeals

w. Meeting financial obligations

x. Details

y. Acceptable level of competence determinations

z. Nonappropriated fund administrative procedures and policy

2. Assign employee performance ratings and make career appraisals within 30 days after end of rating period.

3. Implement system for intra-management communications with supervisors not later than 31 December 1971.

B. Action Required by Commander and/or Line Managers

1. Post informational material promptly on bulletin boards.

2. Conduct periodic group meetings, as necessary, to inform employees of new and changing policies.

3. Keep employees informed of performance standards and extent to which they are or are not being met.

4. Prepare formal performance ratings and career appraisals of all employees and formal ratings of "potential" within 30 days of end of rating period.

5. Justify adjective ratings assigned in event of employee appeal.

6. Encourage employees to accept overseas assignments as a part of their civilian career.

C. Supportive Action Required by Civilian Personnel Office

1. Update and distribute local policy statements promptly, and provide opportunity for comment prior to publication, by a minimum of ten percent of workforce and by recognized labor organizations.

2. Provide meaningful orientation to new employees including information on Army's role in national affairs and importance of their contributions as Department of Army team members.

3. Provide supervisors with performance rating and career appraisal forms on a timely basis and followup promptly on overdue appraisals.

4. Provide assistance to supervisors in resolving problem cases related to unsatisfactory or marginal work performance.

5. Publicize overseas vacancies, seek out potentially interested employees and provide complete orientation on overseas living conditions.

6. Publish, on a timely basis, Civilian Personnel Office Information Bulletins to disseminate information about new and revised personnel programs of interest or concern to workforce.

III. Labor Relations

A. Operating Program Goals

1. Provide training on labor-management relations and contract administration to newly assigned supervisors within 90 days following assignment.

2. Provide training and/or orientation to all managers, supervisors, and employees within 90 days following receipt of substantive changes to Federal policy relating to labor-management relations and/or implementing regulations and directives of higher headquarters.

3. Revise existing agreements to conform with requirements of Executive Order 11491 and current DA policies and regulations prior to extension and/or during renegotiation.

B. Action Required by Commander and/or Line Managers

1. Continuously evaluate effectiveness of existing negotiated agreements as initial step in preparing for renegotiation.

2. Assure participation of appropriate officials and supervisors, military and civilian, in Department of the Army and local training.

3. Train appropriate management officials and supervisors in bargaining units on provisions of applicable negotiated agreement and its administration within 60-90 days after effective date of agreement.

4. Provide leadership in establishment and maintenance of work climate, atmosphere and willingness to permit labor relations program to operate effectively. In this connection, commanders will meet personally with local labor organization officials at time exclusive recognition is granted, upon receipt of a formally approved agreement and at least semi-annually thereafter.

5. Adhere meticulously to provisions of negotiated agreements.

C. Supportive Action Required by Civilian Personnel Office

1. Serve as the principal staff representative of the commander in labor-management relations.

2. Arrange and conduct required training in labor relations for all supervisors and management officials.

3. Furnish copies of negotiated agreements to managers and supervisors within the applicable unit within 30 calendar days of receipt of agreement.

Appendix

4. Continuously review status of labor relations including adherence to provisions of negotiated agreements and advise commander and key staff officials.

5. Provide staff assistance and guidance to all supervisory echelons, including nonappropriated fund activities, on dealings with labor organizations and administration of negotiated agreements.

6. Comply with requirements for notifying command headquarters on a timely basis of receipt of (1) petitions, (2) requests for negotiation or renegotiation of agreements, (3) unfair labor practice complaints, (4) notices of hearings, (5) requests for arbitration, and forward copies of such actions.

7. When disputes arise over negotiability of any subject or proposal, request guidance from command headquarters prior to formally referring the matter to Department of the Army.

8. Apprise command headquarters of unresolved negotiation impasses prior to requesting mediation assistance.

9. Develop and maintain current civilian work stoppage contingency plans.

IV. Employee Facilities

A. Operating Program Goals

None

B. Action Required by Commander and/or Line Managers

Determine extent of need for and supervise establishment and operation of facilities, services and activities found essential for morale of civilian employees.

C. Supportive Action Required by Civilian Personnel Office

1. Evaluate services on not less than annual basis and advise commander and concerned staff elements including civilian welfare fund council and post restaurant council of desirable changes and improvements.

2. Solicit views of employees and labor organizations regarding services which they consider to be needed or desirable.

3. Assist employees, in so far as possible, to secure any special type of assistance needed.

V. Employee Recognition

A. Operating Program Goals

Assure balanced use of honorary and monetary awards. Significant deviation from following guidelines will warrant review and analysis.

QSI's to Classification Act employees	3% of CA strength
SSPA's to Classification Act employees	7% of CA strength
SSPA's to Wage Grade employees	10% of WG strength

B. Action Required by Commander and/or Line Managers

1. Personally support program and goals by periodically reviewing performance and specific contributions of civilian workforce and recognize deserving employees through appropriate use of available awards.

Appendix

2. Allot sufficient staffing to incentive awards function to provide for efficient administration of total program.

3. Assure appropriate recognition of supervisors who demonstrate superior accomplishments in equal employment opportunity.

C. Supportive Action Required by Civilian Personnel Office

1. Publish policy and criteria for granting various kinds of incentive awards.

2. Provide positive advise and assistance to commanders, managers, and supervisors in proper use of incentive awards.

3. Provide statistical and in-depth narrative analysis of program status by organization to commanders and key managers semi-annually as of 30 June and 31 December. Solicit key managers assistance in analysis of success/failure to meet program goals.

VI. Suggestion Program

A. Operating Program Goals

1. Maintain an annual submission rate of not less than 275 suggestions per 1,000 employees.

2. Annual adoption rate should not be less than 70 suggestions per 1,000 employees, with no less than 17.5 per 1,000 employees in any single quarter. The submission and adoption rates are also applicable as general guides to military personnel.

3. Reduce suggestion backlog at the end of the fiscal year to no greater than 20 percent of suggestions on hand at the beginning of the year plus those submitted during the year. Quarterly percent on hand should not exceed:

1st fiscal year quarter	55%
2d fiscal year quarter	35%
3d fiscal year quarter	25%
4th fiscal year quarter	20%

B. Action Required by Commander and/or Line Managers

1. Personally encourage submission, by military and civilian personnel, of ideas which directly contribute to economy or efficiency of Government operations, or morale and welfare of Army personnel and recognize and reward those whose ideas are adopted.

2. Delegate appropriate authority to line managers for approval of suggestion awards.

3. Encourage and solicit quality ideas from all personnel, military and civilian, to assure meeting operating program goals.

4. Insure coordination of such programs as cost reduction, zero defects and similar activities with the suggestion program.

5. Assure prompt and complete evaluation on all suggestions and refer through technical channels those requiring action by higher headquarters in terms of approval and/or wider application.

C. Supportive Action Required by Civilian Personnel Office

1. Provide positive advice and assistance to all levels of management to attain program goals.

2. Prepare and disseminate suggestion program publicity material.

Appendix

3. Promptly process all suggestions received by the incentive awards function.

4. Provide quarterly feedback information to commanders and each major organization on status of suggestion program. Solicit assistance of organization chiefs in analysis of success/failure to meet program goals.

5. Seek methods by which procedures may be streamlined, shortened and unnecessary paperwork eliminated.

VII. Position and Pay Management

A. Operating Program Goals

1. Achieve a pay accuracy rate as near as possible to 100%. A rate of less than 90% considered below an acceptable level.

2. Maintain a job descritpion evaluation accuracy rate as near as possible to 100% with a rate of less than 95% considered below an acceptable level.

3. Review all positions each fiscal year for (1) need, (2) job description accuracy and adequacy, (3) proper evaluation, and (4) conformity to position management principles.

4. Maintain not less than 92% of all job descriptions current and accurate.

5. Maintain a job description adequacy rate, as defined in CPR 501, of not less than 95%.

6. Audit, by civilian personnel office staff, all positions reported by supervisors as having changed plus 10% of other positions reviewed by supervisors on survey, increasing this sample only when significant problems are found in the 10% sample.

7. Achieve, through training and staff advice and assistance, supervisor proficiency in review of positions which will result in a supervisory review of job descriptions accuracy rate of 92% or more.

8. Review all positions becoming vacant to determine continued need as provided by CPR 505.

9. Analyze and take action to rectify all adverse situations revealed in the annual statistical analysis required by CPR 505.

10. Apply DA standardized job descriptions in all cases where they are applicable under CPR 502.

11. Limit individual reclassification of occupied positions to an annual rate of 10-15% of total positions serviced.

B. Actions Required by Commander and/or Line Managers

1. Appoint principal line assistant as "Position Management Officer" to direct any action necessary to implement DA position management policy as expressed in CPR 505, AR 310-49 and elsewhere. Assignment should be published throughout activity.

2. Install improved procedures to allow for complete and effective integration of coordinated personnel, force development, budget and management analysis staff advice and assistance in all actions affecting positions and position structures.

3. Assure civilian position structure of organizational units is established and maintained to provide optimum balance between economy, efficiency, skill utilization, attraction and retention of competence, employee motivation and employee development, consistent with established mission requirements and social objective employment programs of federal government.

4. Assure employees are accorded full opportunity to seek adjustments in titles, codes or grades of their positions.

B. Action Required by Commander and/or Line Managers

1. Assure that a meaningful annual training needs survey is conducted to include all employees. Training needs identified as a result of the annual survey will be reported and included in program plans. Needs will be consistent with individual job duties, career program requirements, and organizational missions.

2. Support and participate in training of managers and supervisors to assure that they fully understand their managerial responsibilities, with special emphasis on goals of equal employment opportunity program, labor relations program, and needs of civilian career programs.

3. Provide full support, including funding, for attendance of supervisory and staff personnel, military and civilian, at appropriate off-post training courses, such as DA or Command sponsored training in labor relations, courses related to career training plans, and other government or non-government training as needed.

C. Supportive Action by Civilian Personnel Office

1. Establish a training schedule to assure that all newly appointed supervisors will receive forty hours of formal instruction in 41B series within six months of appointment and forty additional hours within following eighteen months of employment. Training will be conducted in accordance with provisions of Appendix A, FPM 410 and Section XIII, CPC 6, 8 August 1969.

2. Provide training for new and experienced supervisors in sick leave administration.

3. Schedule and administer the Army's middle manager workshop program for newly appointed middle managers, and for any remaining experienced middle managers not yet included in this program.

4. Continue efforts to maintain a meaningful executive development program, using such resources as local quarterly seminars (guest speaker - luncheons), the effective executive series (Peter Drucker), the motivation and productivity series, as well as the Army's Personnel Management for Executives Regional Conferences, CSC executive seminars, and college and university programs, if appropriate (short and long term courses).

5. Assist employees with underutilized skills, or who have potential for upward mobility using job engineering to provide opportunities for training, assuring that members of minority groups fully participate in these opportunities.

6. Schedule supervisors at all levels in accordance with their needs, for appropriate courses in labor negotiations, and labor relations giving first priority to courses available with the Department of the Army, sponsored by DA and/or subordinate commands.

7. Schedule for training those supervisors whose employees are covered by negotiated labor organization agreement on the provisions and administration of the agreement within 60 days of its receipt.

8. Adapt and supplement centrally developed training materials and programs for local use.

9. Furnish information, as required by DA, to assist in reexamination of the Supervisory Development Program (CPP 41-B series). Upon request, assist with development of revised program materials.

10. Monitor, administer, and coordinate all training activities, including the training aspects of career programs, to assure that all training requirements are being fulfilled, for both technical and managerial skills needed.

Appendix

IX. Equal Employment Opportunity

A. Operating Program Goals

1. Assure that installation plans of action guiding equal employment activities are in accord with requirements and demonstrated needs of local situations and that they reflect activity goals and target dates for accomplishment.

2. Assure input by employees and community sources having interest in equal employment opportunity.

3. Assess problems and accomplishments. Recommend successful projects for wider application, identify problems or failures and need for assistance.

4. Achieve or exceed goals established by DA, First Army and local installations.

B. Action Required by Commander and/or Line Managers

1. Commander's will clearly indicate through personal involvement in the program their expectations for active participation and support of all managers and supervisors and full cooperation of all employees.

2. Insure that subordinates understand goals of program and their obligation under it.

3. Become acquainted with minority group leaders in local communities and maintain continuing contact with them.

C. Supportive Action Required by Civilian Personnel Office

1. Provide counsel, guidance, and support on internal reviews of organization, structure and systems in connection with program activities.

2. Monitor, assess, and make recommendations on all personnel program areas to assure that policy, procedures, requirements, criteria, selections, etc. are consistent with total EEO policy and action objectives.

3. Provide special support and assistance in such related program areas as training, employee counseling, employee utilization, participation in economic opportunity programs, and utilization of personnel program data and statistics.

4. Participate in planning and execution of plans of action relating to equal employment activity.

5. Work closely with managers and EEOO's in the development and follow-through in positive action areas.

6. Carry out specific program assignments such as formulating and implementing new practices and procedures to support EEO objectives or more comprehensive EEO training for supervisors.

7. Keep management and EEOO informed on personnel program changes, situations, or problems which have a bearing on the EEO program and for which EEO-oriented action should be taken.

X. Employee Relations

A. Operating Program Goals

1. Limit fiscal year quit rate to not more than 70 voluntary losses per 1,000 employees with a quarterly rate not to exceed:

a. 1st quarter 22.7

b. 2d quarter 15.4

c. 3d quarter 14.7

d. 4th quarter 17.2

2. Limit written reprimands, suspensions and removals to less than 3 per 1,000 employees per quarter.

3. Limit rate of employee complaints, grievances and appeals to less than 4 per 1,000 employees per year.

4. Limit sick leave use to less than 62 hours per employee per year. Usage of sick leave for each fiscal year quarter should not exceed:

a. 1st quarter 13.0 hours

b. 2d quarter 15.3 hours

c. 3d quarter 18.1 hours

d. 4th quarter 15.5 hours

B. Action Required by Commander and/or Line Managers

1. Improve civilian personnel management through realistic planning and continuous evaluation.

2. Assure currency of installation mobilization plans. Designate representative of civilian personnel office to serve on mobilization planning committees.

3. Approve sick leave in bona-fide cases and control instances of sick leave abuse.

4. Maintain a job environment in which instances of employee dissatisfaction are reduced to a minimum. Take prompt action to resolve expressions of employee dissatisfaction are reduced to a minimum. Take prompt action to resolve expressions of employee dissatisfaction.

5. Request USACARA grievance examiners promptly when employee grievances and appeals are received and informal efforts to resolve are exhausted.

6. Cooperate fully with USACARA examiners, furnishing funding citation for travel and per diem, providing adequate physical facilities, clerical and logistical support, and other requirements.

C. Supportive Action Required by Civilian Personnel Office

1. Establish means for systematically breaking out program data by major organizations which can be used for evaluation, feedback and program planning. Include data regarding all special employment programs.

2. Feed back to commander and major operating organizations (including serviced activities) data which is clear, pertinent and usable for program evaluation improvement.

3. Prepare an annual personnel operating program geared to installation needs and staff, prior to publication, with major organization chiefs who bear primary responsibility for implementation.

4. Provide prompt advice and assistance to management officials in resolving employee grievances and controlling instances of sick leave abuse.

XI. Civilian Personnel Office Administration

A. Operating Program Goals

1. Achieve a legal and regulatory violation rate of less than 3% as found by Civil Service Commission and Department of the Army surveys.

Appendix

B. Action Required by Commanders and/or Line Managers

1. Allot sufficient staffing and funds to civilian personnel office to provide for efficient program administration including adequate service to all serviced organizations and NAF activities.

2. Assure that civilian personnel office is easily accessible to applicants and visitors as well as management officials and employees and that physical appearance and maintenance is such as to leave a favorable impression with them.

3. Provide ADP familiarization training to civilian personnel office staff in anticipation of installation of an automated Civilian Personnel Management and Manpower Information System.

C. Supportive Action Required by Civilian Personnel Office

1. Staff civilian personnel office with an adequate number of qualified personnel including interns to meet long-range needs of the Department of the Army.

2. Evaluate training needs of all civilian personnel office technicians and plan to satisfy those needs on an accelerated basis.

3. Assure coordination among position and pay management and recruitment and placement personnel to assure proper identification of promotion actions which are exempt from competitive procedures.

4. Assure coordination between functional chiefs and labor relations specialists to insure that actions and procedures are not in conflict with negotiated agreements and labor relations policies.

XII. VOLAR

A. Operating Program Goals

1. Define local modern volunteer army civilian support needs and develop a plan of action for meeting these needs, not later than 31 December 1971.

2. Develop guidance for newly arriving military and civilian dependents on area-wide employment opportunities, not later than 31 December 1971.

B. Action Required by Commander and/or Line Managers

1. Determine modern volunteer army civilian support needs and initiate recruitment action to the extent permitted by space and funding limitations.

2. Develop job performance standards for civilian employees in their organizations who deal, directly or indirectly, with soldier and dependent patrons.

3. Take prompt action to investigate and resolve soldier or dependent complaints on services provided by the civilian workforce.

C. Supportive Action Required by the Civilian Personnel Office

1. Participate in identification of modern volunteer army civilian support needs and positions for civilianization.

2. Develop a plan of action to meet such needs.

3. Provide staff assistance to managers in development of performance standards for civilian positions which deal with soldier and dependent patrons.

4. Publish information for civilian workforce on MVA/VOLAR concept and their support role.

5. Prepare and publish guidance for newly arriving military and civilian dependents on area-wide employment opportunities.

Appendix

APPENDIX II - FUSA ARMY CPO

1. The First US Army Civilian Personnel staff directs the activities of 13 installation CPO and one CONUSA CPO located in Columbus, Ohio. (The Holabird CPO will be eliminated as of 30 June.) In general the FUSA CPO service installation civilians, installation tenant civilians, and area civilians.

2. Tab A displays the major FUSA organizations and FUSA CPO. The following subpoints discuss information relevant to FUSA major organizations and serving CPO.

a. Camp Drum is serviced by Hancock AFB. During periods of peak activity, Camp Drum pays two summer employees that are hired by Hancock to work in the Hancock CPO office. FUSA has no problem obtaining required Drum civilian personnel reports from the Hancock CPO.

b. USAR civilian employees are serviced by Fort Devens, Fort Hamilton, IGMR, and Columbus, Ohio CPO. Three reasons were given for this arrangement:

(1) Satelliting reserve civilians on the four CPO allows all ARCOM or GOCOM civilians to be serviced by a single CPO.

(2) Reserve civilians have a dual status requirement; in addition to meeting the job criteria, he must be eligible to become a member of the reserves.

(3) Reserve civilians have a merit promotion program that differs from the normal DA civilian program.

c. The CPO at Columbus, Ohio, works for the FUSA Staff Civilian Personnel Officer. In FUSA Civilian Staff's opinion, the Columbus CPO provides better service to organizations than his installation counterpart. They attribute the superior service to his not having a commander. After the reorganization, one of three things has to happen to the Columbus CPO:

(1) The CPO will work for Force or D&T Command.

(2) The CPO will work for Fort Knox as a CPO representative (current recommended action).

(3) Eliminate the Columbus CPO completely.

d. The current recommendation was not altered by the CONUSA survey. The Columbus CPO currently employs 15 personnel to service in excess of 1000 civilian employees. Under either reorganization alternative the Columbus CPO would act as a Fort Knox CPO representative. As Fort Knox representative the functions of Columbus would have to be defined by DA DCSPER civilian personnel staff.

4. Tab B displays FUSA civilian population at various FUSA activities. The strengths do not include summer hires.

5. Tab C displays USAR civilians, USAR units, and servicing CPO.

130

Tabs

A - FUSA Major Activities and CPO

B - FUSA Civilian FY 72 End Strengths

C - FUSA USAR Technicians (Authorized/ Actual by ARCOM, Showing Servicing CPO)

121

FUSA MAJOR ACTIVITIES AND SERVICING CPO

FUSA	OTHER	MAJOR FUSA ACTIVITIES
	APG CPO-AMC	Aberdeen Proving Groun
Ft Belvoir		Fort Belvoir
Carlisle		Carlisle
Fort Devens		Fort Devens
Fort Dix		Fort Dix
	Hancock - AFB	Camp Drum
Fort Eustis		Fort Eustis
Fort Hamilton		Fort Hamilton
	USAINT	Ft Holabird(after 30 June svc by USAINT)
IGMR		Indiantown Gap Mil Res
Ft Knox Columbus OH		Ft Knox Ft Knox
Ft Lee	Richmond - DSA	Ft Lee Ft Lee
Ft Meade		Ft Meade
	Ft Monmouth-CPO-AMC	Ft Monmouth
Ft Monroe		Ft Monroe
	Philadelphia-DSA	Phila Support Det
Svc by Instl CPO		Training Aids
Svc by Instl CPO		FUSA Support Element
Ft Meade		HQ FUSA
Ft Devens Ft Hamilton IGMR Columbus CPO		USAR Advisor Group and USAR technicians and ROTC civilians

FUSA CIVILIAN FY 72 END STRENGTHS

INSTALLATION/ ACTIVITY	PROG E.S. 6-30-72	ACTUAL 12-31-71	ACTUAL 1-31-72
Aberdeen Proving Ground	638	596	593
Belvoir	2100	2266	2302
Carlisle	340	340	341
Devens	1243	1254	1272
Dix	2535	2575	2591
Drum	370	366	367
Eustis	2507	2522	2538
Hamilton	1140	1094	1095
Holabird	311	383	376
IGMR	509	480	475
Knox	3957	4187	4212
Lee	2101	2287	2288
Meade	1857	1875	1864
Monmouth	914	840	835
Monroe	625	612	598
Philadelphia Support Detachment	150	154	160
Training Aids	305	280	293
FUSA Support Element	730	726	722
HQ FUSA	668	703	700
USAR Advisor Group	29	29	29
USAR Technicians	2951	2733	2742
ROTC	127	133	130
TOTALS	26,107	26,435	26,523

FUSA USAR TECHNIQUES

USAR UNITS	CPO	Authorized 30 June End Strength	28 Feb Actual	31 Mar Actual
77th	Hamilton	499	424	424
79th	Indiantown Gap Military Res (IGMR)	513	480	480
83d	Columbus	357	349	356
94th	Devens	363	313	330
97th	IGMR	271	278	279
99th	Columbus	359	357	359
1ooth	Columbus	68	66	65
76th	Devens	61	58	61
187th	Devens	75	70	68
353rd	Hamilton	33	29	33
78th	IGMR	62	61	61
157th	IGMR	85	91	91
80th	IGMR	67	66	66
352nd	IGMR	26	22	22
310th	IGMR	45	44	44
98th	Hamilton	67	60	63
TOTALS		2,951	2,768	2,802
% of Authorized versus Filled positions			94%	95%

APPENDIX III - GUIDANCE FLOW

1. Higher headquarters guidance flow to FUSA in this functional area is from DA level (DA, DCSPER). With almost no exception, there is no guidance to FUSA from CONARC. As indicated in the opening summary preceding Appendix I, CONARC operation in the Civilian Personnel function is almost exclusively devoted to basic allocation of resources (dollars and spaces) to the CONUSA. There is a "how to slice the pie" function. FUSA staff Civilian Personnel Division personnel do not deal on any regular basis whatever with their subfunction counterparts at CONARC. It appears in fact that there is no true counterpart at CONARC.

2. Guidance flow to be considered, then, consists of flow from FUSA to the installations (Tab A). As in other aspects of this annex, this flow is best examined by looking individually at the four subfunctions:

a. Management Employee Relations. A most active area with respect to "CONUSA-to-installation" guidance flow. This subfunction contains the relatively new (for Federal service), dynamic and fast growing area of labor-management relations. Guidance is largely verbal from CONUSA, to meet immediate needs/questions on matters addressed at the installation bargaining table as agreements are negotiated with exclusively recognized units. Matters of bargaining unit determination and bargaining impasses also require guidance from the CONUSA (the nature of these matters is discussed in the Summary to Appendix I of this Annex). There is written guidance in labor-management matters on a regular basis by the issuance of "Labor Relations Notes" which are distributed to all Labor Relations Specialists (see Tab B to this Appendix).

b. Recruitment and Placement. Guidance flow is minimal in this subfunction. The required FUSA review of installation Merit Placement and Promotion Plans works out as a vehicle for providing some degree of guidance to installations. Staff guidance visits to installations (Tab C to this Appendix) is the other primary method of guidance flow to the installation level.

c. Position and Pay Management. This subfunction shows more written guidance to installations than do the others. Such written guidance usually takes the form of either general position and pay management staff guidance or guidance on average grade reduction/control. Tabs D and E to this Appendix are representative examples of the flow of such guidance to installations.

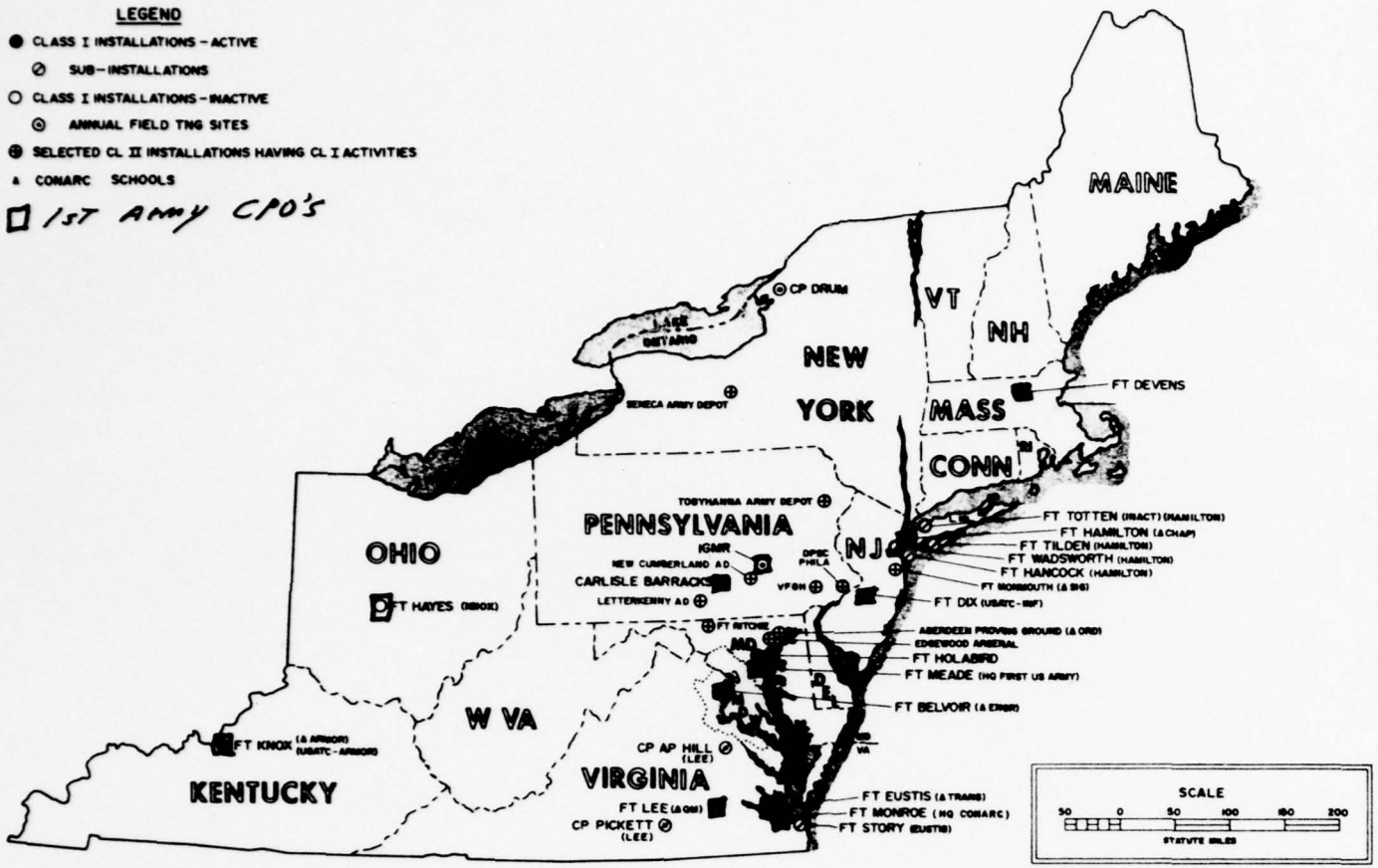
d. Training and Development. Minimal guidance flow to installations. Staff guidance visits to installations (see Tab C to this Appendix) provide for the flow of some guidance. This subfunction is a one-man operation at FUSA.

Overall conclusion. Guidance flow in the Civilian Personnel functional area is not greatly impacted upon by the proposed reorganization. Whether on a case-by-case basis to meet a specific need or on a more broadly applicable basis, the required guidance must come from the appropriate major command. Since CONARC provides

virtually no guidance in this functional area, the proposed reorganization will neither add to nor subtract from the flow of guidance in this function.

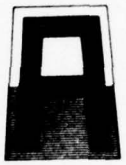
Tabs

A - FUSA Map, Showing CPO Locations
B - Labor Relations Staff Guidance Flow Examples - CONUSA to Installations
C - Staff Guidance Visits to Installations 1970-1971
D - General Position/Pay Management Staff Guidance Flow Examples - CONUSA to Installations
E - Position/Pay Management Staff Guidance Flow Examples - Average Grade Control/Reduction - CONUSA to Installations
F - Civilian Personnel Program Report - Consolidated for FUSA Installations



FIRST US ARMY AREA

THE FIRST US ARMY PATCH First US Army's "Big A" shoulder patch was adopted in France and announced in First US Army General Order Number 28 dated 26 October 1918. The block letter "A" was worn on an olive drab patch until 17 November 1950, when the present red and white patch was approved.



THE FIRST US ARMY CREST represents a history of service to the Nation dating from 1918. The basic design was suggested by the authorized shoulder sleeve insignia of the First US Army. The interlaced fleur-de-lis alludes to the initial organization of the headquarters company as Headquarters Troop, First US Army at La Ferte-sous-Jouarre, France, on 10 August 1918. The three stars at the top of the letter "A" are for the Lorraine 1918, St. Mihiel, and Meusse-Argonne campaigns in which First US Army participated in World War I. The five stars on the center cross bar are for the Normandy, Northern France, Rhineland, Ardennes-Alsace and Central Europe campaigns in which First US Army participated in World War II, the red arrowhead referring to the assault landing on the Normandy beaches. The motto "First in Deed" is a play on the numerical designation, purpose, and achievements of First US Army. The fleur-de-lis is also symbolic of "primal cause" or "that which first effects a result" and thus further alludes to the numerical designation and motto.

MISSION First US Army performs four major missions:

-- It commands, supervises, and supports assigned or attached active Army units and installations in its area.

-- It is responsible for the command, training, and support of US Army Reserve units, and supervision, inspection, and support of the training of Army National Guard units.

-- It provides administrative and logistical support to installations and activities which are not assigned to First US Army -- chiefly Army service schools and Army Air Defense installations.

-- It is responsible for planning and for conduct or support of operations related to mobilization, land defense, civil defense, and domestic emergency operations within the First US Army area.

LABOR RELATIONS NOTES

ISSUE #7 APRIL 1972

ASSIGNMENT OF WORK

Several First Army activities have had difficulty at the bargaining table in arriving at agreement over the assignment of bargaining unit work to supervisors or other employees outside the unit. A recent Government Employee Relations Report (#440, dated February 21, 1972) notes that the Federal Labor Relations Council has agreed to review the negotiability of such provisions. Those activities who currently are experiencing some difficulty in negotiating such provisions may want to review GERR #440 and be alert for similar reports in future editions.

SUPERVISORS AND DUES WITHHOLDING

We spoke to this item in our last issue. However, occasional telephone calls indicate that some confusion still exists. The Federal Labor Relations Council recently ruled that employees who have been promoted to supervisory jobs after December 31, 1970 are no longer eligible to continue dues check-off to labor unions (see FLRC No. 71P-7, January 19, 1972). The Council reasons that Section 21(a) of EO 11491 limits coverage of dues withholding agreements only to "members of the organization in the unit of recognition." Since a supervisor cannot be included in a unit of recognition, he or she must be beyond the scope of a dues check-off agreement.

An aside to this issue is "How does an activity insure that dues check-off is terminated when an otherwise eligible employee leaves the unit by means of reassignment, promotion, or other personnel action?" We would be interested in hearing,

B-III-4

129

by phone or letter, what procedures are in effect at your activity to insure that only eligible employees continue to have dues withheld by payroll deductions.

CLARIFICATION OF DEFINITION FOR SUPERVISOR AND MANAGEMENT OFFICIAL

Organizing within the Command continues. Such efforts of course, lead to elections when they succeed. Two recent A/SLMR decisions have helped to clarify the meaning of "supervisor" and should be kept in mind when defining appropriate unit members to be covered by exclusive recognition.

One decision (A/SLMR #120) indicates that for an individual to qualify for consideration as a "supervisor", he must exercise the alleged supervisory authority over two or more employees. In the second case (A/SLMR #134), the Assistant Secretary noted that it is immaterial whether the supervisory authority involved is exercised over unit employees, non-unit employees, or persons who may not be "employees" as defined in Section 2(b) of the Order. The supervisors in the instant case exercised their supervisory authority only over military personnel who were engaged in the performance of their military duties. This latter decision may be of particular interest at Class I and ARCOM activities.

Noting that the Executive Order does not contain a definition for "management official", the Assistant Secretary concluded (A/SLMR #135) that the following definition should be applied. We are including the definition here for those of you who may have missed it. "When used in connection with the Executive Order, the term, 'management official' means an employee having authority to make, or to influence effectively the making of policy necessary to the agency or activity with respect to personnel, procedures, or programs. In determining whether a given individual influences effectively policy decisions in this context, consideration should be concentrated on whether his role is that of an expert or professional rendering resource information or recommendations

with respect to the policy in question, or whether his role extends beyond this to the point of active participation in the ultimate determination as to what the policy in fact will be."

CONSOLIDATION OF UNITS

Both at the recent CPO conference and in these issuances, we have been advocating the elimination of fragmented units and the consolidation of such units into an activity-wide one, where and when possible. A recent decision by the Assistant Secretary of Labor (A/SLMR #131, January 31, 1972) should not be interpreted to negate such efforts. The cited decision suggests that the Davisville principle (stable collective bargaining units should not be disrupted by fragmentation) can also be applied to attempts to consolidate several such units. Review of First Army activities and their individual union posture reinforces our belief that we should continue to strive to reduce the number of barganing units. Comparison with our sister command, Fifth US Army, reveals that they have a total of 32,000 employees with approximately 20,500 employees in 38 exclusive bargaining units, while we have 31,200 employees with 18,000 employees in 76 exclusive bargaining units. Our efforts, of course, must be dictated by the facts surrounding the individual situation. Any assistance you believe we can offer in this area, please contact us. (The details of the case which involves NAGE and Red River Army Depot are reported in GERR #441 dated February 28, 1972).

DUES WITHHOLDING AGREEMENTS

On 18 February 1972 this office retransmitted DA Message R152250Z Feb 72. The message gave advance notice of the provisions of FPM Letter 550-60 containing amendments on the subject of Dues Withholding. Should you have any questions concerning the revised provisions, please do not hesitate to contact us. In this connection, several FUSA activities are in process of or have recently completed negotiations of

131

contracts, including a dues withholding agreement. Of course, the fee charged for dues withholding is negotiable. The actual cost of providing the service, however, is the maximum fee which may be charged. We have received reports of a wide variety of fees, from both inside and outside the command ranging from no charge to $.08 per deduction per pay period. We would be interested in further examining this area for trends and would appreciate informal information from you on this subject matter as it becomes available.

LABOR RELATIONS ARTIFICES

An appropriate item for negotiations, as we all know, is the matter of "Hours of Work". In negotiating such an item, management should be aware of a possible "trap." When a First Army management team negotiated the article on Hours of Work, the team agreed to the standard provisions of 8 hours a day, 5 days a week. They also stated that the 8 hours would "be continuous except for a 30-minute non-paid lunch period." The inclusion of such a phrase prohibits management from lengthening the lunch period without first amending the agreement. In some cases, it may be more advantageous for management to avoid such phraseology and not speak to a specific time frame for the lunch period in the agreement. Omission of the lunch period permits management the flexibility it may need at a future date to respond to requirements of a new commander, mission changes, etc. A mitigating factor might be management's desire to insure that all employees are fully informed of the lunch period hours, but this could probably be better promulgated by the Daily Bulletin or other communications media. In the specific case mentioned above, the proposed language was "be continuous except for a non-paid lunch period."

S. Aubrey Forester

S. AUBREY FORESTER
Chief, Management-Employee
Relations Branch

VISITS TO INSTALLATIONS MADE BY REPRESENTATIVES OF DCSPER CIVILIAN PERSONNEL 1970 - 1971

INSTALLATION	VISITOR(s)	DATES	PURPOSE	RESULTS
Fort Dix, NJ	Steick	16-18 Feb (70)	EEO Program review	Determined that total program was adequate and ready for review by DA
Fort Knox, Ky	Morris	25-27 Mar (70)	To speak at meeting of EEO Counselors	N/A
Fort Hamilton, NY	Shematz	7-9 Apr (70)	To evaluate status of Army Reserve Technicians and other recruitment matters	Increased emphasis on recruitment of Technicians within established deadlines
Fort Hayes, Ohio	LeBlanc	7-8 Apr (70)	To meet with local officials and reps of Dept of Labor on labor relations matters	Report attached

Fort Eustis, Va	McLean	16-18 Apr (70)	To attend meeting re: discrepancies in Position Mgmt services provided to the Aviation Command Lab	Report attached
IGMR, Pa	LeBlanc	24 Apr (70)	To attend union meeting re: labor mgmt relations	Assisted in resolution of differences between CPO and mgmt in preparing for negotiations
Fort Devens, Mass	McLean Hinners	9-11 Jun (70)	Overall review	Report attached
Carlisle Barracks, Pa and IGMR, Pa	LeBlanc	24-26 Jun (70)	To assist Pers Off in preparing for initial labor organizing effort. To check status of Labor Dept action on petition for clarification of existing units	Report attached
Carlisle Barracks, Pa and IGMR, Pa	Ricento	29-30 Jun (70)	To review T&D functions	Acquired familiarity with status of training programs
Fort Eustis, Va	McLean	13-14 July (70)	To appear as witness at employee's grievance hearing	N/A

B-III-C-2

Carlisle Barracks, Pa	LeBlanc	25 Aug (70)	To attend labor organization meeting	N/A
IGMR, Pa	Ricento	26 Aug (70)	To attend meeting re: training requirements	Developed annual training program
Fort Lee, Va	Leonard	23-24 Aug (70)	To address EEO Seminar	N/A
Carlisle Barracks, Pa	LeBlanc	15-16 Sep (70)	Union election	Successfully conducted election
Fort Dix, NJ	Hinners	11-12 Oct (70)	To address Middle Manager Workshop	N/A
Columbus, Ohio	Morris LeBlanc	12-14 Oct (70)	To attend hearing re: conflicting petitions filed by AFGE and NFFE	Hearing notes and copy of letter to DA attached
Fort Hamilton, NY	LeBlanc	22-23 Oct (70)	To confer with mgmt officials on labor relations matters	Reached accord on structure of NAF units

Columbus, Ohio	Morris	23-24 Oct (70)	To review post-hearing brief prior to forwarding to Dept of Labor for ruling as to appropriate unit	Finalized brief and forwarded to Dept of Labor
Fort Holabird, Md	Bennett	3 Dec (70)	Position and pay mgmt matters	Provided on-site assistance (classification)
Fort Belvoir, Va	Bennett	9 Dec (70)	Meeting re: merger of the Institute of Defense Study and Institute of Land Combat, part of which will be located at Carlisle	Reached agreement on organizational structure
Fort Eustis, Va	Steick	16-17 Dec (70)	To attend employee grievance hearing per request CSC	Hearing completed
Forts Monroe and Lee, Va	Bennett	11-15 Jan (71)	Review Position Mgmt program	Report attached
Fort Lee, Va	Hinners	26-27 Jan (71)	Guest speaker-Middle Manager Workshop	Report attached

Fort Eustis, Va	Morris Forester McLean LeBlanc	8-12 Feb (71)	Overall review	Report attached
Fort Knox, Ky and Columbus, Ohio	Morris Forester McLean LeBlanc	1-5 Mar (71)	Knox-Overall review Columbus, Evaluate pilot run ART course	Report attached
Fort Hamilton, NY	Leonard Forester Hinners	12-16 Apr (71)	Overall review and provide assistance to Middle Manager Workshop	Report attached
Fort Devens, Mass	Forester Steick Bennett	10-14 May (71)	Overall review	Report attached
Fort Hamilton, NY	Forester LeBlanc	22-25 Jun (71)	To attend union hearing	Report attached
Camp Drum, NY	Forester	20-21 Jul (71)	To discuss Drum's proposal to establish a Civ Pers Office	Gathered info to support continuation of current CPO servicing arrangements with Hancock Air Force Base
Fort Holabird, Md	Forester McLean WRIGLEY.	21-26 Jul (71)	Staff assistance	Report attached

B-III-C-5

CONARC	Wrigley	2-3 Aug (71)	To discuss proposed changes in operation of 1A Career Intern Program	Reached overall understanding on administration of Intern Program
Fort Knox, Ky	Wrigley Dixon	10-11 Aug (71)	Staff assistance	Initial orientation accomplished (first visit to Knox)
Fort Devens, Mass	Fullenkamp	22-24 Sep (71)	Staff assistance	Report attached
Fort Eustis, Va	Morris	23-24 Sep (71)	Attend orientation and training session of career interns	Increased understanding of interns on mechanics of program
Fort Dix, NJ	Wrigley McLean	20-23 Sep (71)	Provide on-site review and assistance	Report attached
	Wrigley	11-13 Sep (71)	To attend DOD Program for Stability of Employment Conf (NYC)	N/A
IGMR, a	Forester Fullenkamp	19-21 Oct (71)	Staff assistance	Report attached
Fort Monroe, Va	Hinners Bennett	27-29 Oct (71)	Staff assistance	Report attached
Fort Monroe, Va (CONARC)	Morris	18-22 Oct (71)	Attend meeting re: civilian in-strength adjustments	N/A

B-III-C-6

Fort Belvoir, Va	Wrigley McLean Steick	10-12 Nov (71)	Staff assistance	Provided on-site assistance in preparation for DA-CSC Survey
Columbus, Ohio	Bennett	16-18 Nov (71)	Staff assistance	Report attached
Carlisle Barracks, Pa	Forester Dixon	16-18 Nov (71)	Staff assistance	Report attached
ort Dix, NJ	Hinners	22-24 Nov (71)	Staff assistance	Report attached

DEPARTMENT OF THE ARMY
HEADQUARTERS, FIRST UNITED STATES ARMY
FORT GEORGE G. MEADE, MARYLAND 20755

AHABA-CP 20 March 1972

SUBJECT: Evaluation of Safety Manager/Safety Engineer Jobs

Commanders, Class I Installations and Activities

1. Reference Position Classification Standard for Safety Management GS-018 Safety Engineering GS-803 dated June 71.

2. Part I of above cited standard was developed to evaluate positions responsible for managing a safety program. Application entails appraisal of certain factors, i.e. Nature of Safety Program and Technical Complexity which are deemed appropriate for determinations by this Headquarters in the interest of uniformity and grade alignment. Toward this objective coordinated DCSPER Safety Office and Civilian Personnel Division action has resulted in the assignment of factor degrees and grades at Inclosure 1.

3. In some cases, factor evaluations resulted in borderline determinations or total point values falling between the ranges of the grade level conversion table. These situations were adjusted upward/downward based on general classification principles and in the interest of command-wide alignment.

4. If local application of referenced standard results in a higher grade than reflected on the enclosed guide, the position should be submitted to this Headquarters consistent with the provisions of paragraph 3-10 CPR 501.

FOR THE COMMANDER:

R. W. BERGER
Major, AGC
Asst AG

1 Incl
as

DISTRIBUTION:
A (27 only) - 2
B (less 9) - 2 ea
F (46 and 47) - 2 ea
2 - CO, 4789th Air Base Group, Hancock Field
5 - AHABA-CP

12689

B-III-D

SAFETY MANAGER/SAFETY ENGINEER

PCS GS-018/803 GUIDE (PART I)

	FACTOR I	FACTOR II	FACTOR III	FACTOR IV	CONVERSION
Belvoir	C	E	C	B	GS-13
Dix	C	D	C	B	GS-13
Eustis	C	D	C	B	GS-13
Knox	C	D	C	B	GS-13
Lee	C	D	C	B	GS-13
Carlisle	B	A	A	A	GS-11
Devens	B	B	C	B	GS-12
Drum	B	B	A	A	GS-11
Hamilton	B	B	C	B	GS-12
IGMR	B	B	C	A	GS-12
Meade	B	B	C	B	GS-12
Ordnance School	B	A	A	A	GS-11
Signal School	B	A	A	A	GS-11

FACTOR I - Nature of Safety Program
FACTOR II - Technical Complexity
FACTOR III - Scope of Safety Problems and Relationships
FACTOR IV - Responsibility and Authority

DEPARTMENT OF THE ARMY
HEADQUARTERS FIRST UNITED STATES ARMY
FORT GEORGE G. MEADE, MARYLAND 20755

AHABA-CP

9 December 1971

SUBJECT: Evaluation of ART Positions (Organizational Maintenance Technicians)

Commanders, Class I Installations
Commanding Generals, Major USAR Commands

1. This headquarters has been requested to provide evaluation guidance in regards to direct support and general support maintenance being accomplished by OMT nonsupervisory personnel assigned to Organizational Maintenance Shops and Aircraft Maintenance Facilities.

2. The existing grade structure indorsed by this headquarters is WG-08 and WG-09 for the performance of organizational maintenance or combined organizational maintenance, instructor-inspector assignments respectively. Recent developments and future planning indicate a trend toward authorizing DS/GS maintenance missions to above cited facilities.

3. An analysis of work categorized as USAR direct support and general support maintenance indicates WG-10 is supportable from an evaluation and grade alignment viewpoint. This conclusion is not to be interpreted as authorizing the upgrading of all OMT positions. Only those positions actually performing direct and/or general support maintenance duties on a recurring basis in a facility officially authorized to perform and having access to tools and equipment associated with such level of maintenance warrant WG-10 consideration. In any case the percentage of positions at the higher grade level should compare favorably with the percentage of direct/general support maintenance accomplished in relationship to the total shop workload. Data of this nature is available in the form of local work orders, registers, accounting and man hours expended documents. In large shops jobs should be established for the sole purpose of performing DS/GS support maintenance. In smaller shops combination organizational, instructor-inspector, DS or GS support maintenance jobs will of necessity be required. Management officials, and in particular Position Management Officers, should monitor and control the number of OMT positions established at WG-10 or higher.

FOR THE COMMANDER:

R. W. BERGER
Major, AGC
Asst AG

DISTRIBUTION:
A (27 only) - 2
B (4, 8, 11) - 2 ea
L (1, 2, 3, 4, 5, 6) - 2 ea
5 - AHABA-CP

B-III-D-3

DEPARTMENT OF THE ARMY
HEADQUARTERS, FIRST UNITED STATES ARMY
FORT GEORGE G. MEADE, MARYLAND 20755

REGULATION
NUMBER 690-3

18 January 1971

CIVILIAN PERSONNEL

MANAGEMENT OF CIVILIAN POSITIONS

1. References. a. 1A GO 223, 9 July 1969, Redelegation of Authority for Civilian Personnel Management.

b. AR 310-49 (TAADS).

c. FPM Chapter 312, Position Management.

d. CON Reg 690-4, Control of Civilian Positions.

e. 1A Reg 690-8, Civilian Personnel Pay Management.

f. DA CPR 505, Position Management.

g. DA CPR 312.4, Establishment Review and Abolishment of Positions.

2. Purpose. This regulation prescribes command policies, responsibilities and staff relationships governing civilian position management.

3. Applicability. This regulation applies to commanders of all Class I installations and activities including MUSARC's, reporting directly to the Army Commander as identified in reference 1a of this regulation.

4. Definitions. a. Position Management is the studied structuring of positions within the framework of an approved functional organization and manpower allowances, for the purpose of achieving and maintaining an optimum balance among such factors as economy in position structure, productivity, skill utilization, employee motivation and career progression.

b. Position structure is the resulting grouping of duties and responsibilities within and among all positions in the organization.

c. High grade positions normally refer to field positions allocated at GS-12/WS-13 and above with higher echelon emphasis on those at the GS-14/WS-15 and above levels.

d. Average grade is expressed as a number computed by (1) multiplying each grade number by the number of positions in the grade; (2) totaling the results so obtained; and (3) dividing the total by the number of positions involved.

e. Basing Point Structure is the average grade structure that is displayed on the latest DA approved TDA and is used to establish a beginning point from which current changes can be made and from which trends may be observed.

f. Grade monitoring positions are positions identified on TDA/MTDA's (code 0084) which control or strongly influence the grades of positions that are associated with them or have been the subject of an evaluation decision by the CSC or higher headquarters.

5. Policy. It is the policy of the Army Commander to:

a. Stabilize civilian position structures and grades to the maximum extent possible within skills and mission requirements.

b. Avoid position actions which will increase the relative proportion of managerial and supervisory employees to total employment.

c. Abolish positions which become vacant if their duties can be redistributed, eliminated, or reduced in cost.

*This regulation supersedes 1A Reg 690-3, 28 February 1967.

7862

d. Appoint Position Management Officers to effect DA policy directives governing position management as expressed in references cited above and paragraph 7b of this regulation.

e. Assure coordination and participation of line, comptroller, force development and civilian personnel officials in the studied structuring of positions to establish the most effective and economical position structure.

f. Assure all requests to reclassify existing positions are subject to staff reviews, fully justified, and valid from a management improvement standpoint.

6. General. Position Management has as its objective the assignment of duties and responsibilities to individual positions which provides for orderly, efficient and economical accomplishment of the work of the organization. Typical, but not inclusive, is consideration of labor market resources, career and developmental grade patterns and special employment programs. It is important to plan each position systematically so that it is logical and consistent internally and fits with other positions into an orderly, productive, and efficient organization. Poor assignment of duties and responsibilities to a position can result in low quality employees, unsatisfactory productivity, unnecessary costs, confusion of responsibility, employee dissatisfaction, grievances, and high turnover. The fact that position management places strong emphasis on economy, average grade growth, and reduction of high grade positions should not be permitted to obscure the positive aspects. Effective position management involves multiple considerations. When all considerations are properly balanced, the results should be a position structure and work force adequate to mission needs and future requirements.

7. Responsibilities. a. Commanders will:

(1) Assure establishment and maintenance of a studied effective position management program coordinated amongst line officials and force development, comptroller and civilian personnel authorities.

(2) Designate a Position Management Officer in accordance with reference 1f of this regulation. If it is desired that the Position Management Officer functions be delegated, the position of Chief of Staff or its equivalent is considered the most appropriate since delegation authority is restricted to one principal assistant without further authority of redelegation.

(3) Assure line managers and concerned staff elements are made aware of the objectives and regulations governing position management.

(4) Assure a review of vacant positions and a determination as to whether duties should be reassigned, the position abolished or substitute another position structuring type action.

(5) Assure adequate controls exist limiting position reclassifications to those instances clearly justified by the nature of essential duties and responsibilities, economical distribution of high grade and supervisory duties, strict application of appropriate standards and coordinated management review by multiple staff elements.

(6) Assure civilian position structure reflected in TDA/MTDA's submissions are reviewed and certified to by the servicing Civilian Personnel Officer.

b. Position Management Officers will:

(1) Approve, modify, disapprove or otherwise act on proposed changes in the duties and responsibilities of grade-monitoring jobs that will cause a change in the title or grade.

(2) Give continuing surveillance to the position structure trends of the activity and take necessary action as required:

(a) Direct appropriate action by line and staff officials when unjustifiable actions and trends are detected either to correct past actions or to modify future trends, or both.

(b) Assure appropriate reports are prepared for the signature of the Commander when the average grade of a TDA activity has increased by 1/10 of a grade above the basing point or the high grades (GS-12 and above, and WS-13 and above) have increased by as much as 5%.

(3) Act on the commitment of staff resources to the study and execution of proposed reorganizations.

(4) Resolve any differences between line and staff participants in the selection of alternative position structures and adoption of transitional plans to achieve the structure that is adopted.

(5) Direct any action necessary to effect the DA position management policy as expressed in CPR 505 and elsewhere.

c. Comptroller, DCPA and DPT (or equivalent) will:

(1) Provide staff assistance necessary in terms of their individual specialized functions which will insure an efficient and economical organization, staffing criteria and position structure.

(2) Insure that Civilian Personnel specialists participate in advanced planning actions concerned with proposed reorganizations or other changes related to civilian positions.

(3) Review organization, staffing and position structure reflected on TDA/MTDA each time such documents are submitted to a higher headquarters.

(4) Review position management reports, alternative position structures and other studies generated by concerned staff elements to achieve the objectives of cited references and this regulation. Furnish comments or recommendations with reasons therefor, to appropriate officials and/or the Position Management Officer.

d. Civilian Personnel Officer will:

(1) Orient comptroller, force development and line officials in the concepts and regulations governing position management.

(2) Provide leadership in achieving a coordinated position management program including development of local policies.

(3) Develop procedures for the control and appropriate staff level review of vacancies and individual classification requests.

(4) Review and certify to the adequacy and accuracy of civilian position TDA/MTDA data. The civilian position structure displayed should be the optimum estimated to be supportable under Federal Classification laws and standards.

(5) Assure Position Management Officer review and approve/disapprove personnel actions which result in the establishment of any "deputy, assistant or assistant to" positions. Existing positions should be validated and documented during cyclic surveys.

(6) Conduct and staff position management studies with the view of recommending alternate structures, adjust pay levels to secure and retain qualified personnel, improve skill utilization and similar actions which will otherwise achieve position management objectives.

(7) Develop transition plans covering conversion from existing position structure to a new structure which will permit personnel adjustments to be made with a minimum of adverse effect.

(8) Perform annual evaluations of tendencies toward or away from position management objectives. Adverse trends should be reported to the Position Management Officer with corrective action recommendations.

e. Line Managers and Supervisors will:

(1) Become familiar with position management principles and objectives and explain to employees the basis for management actions which change positions.

(2) Assure that each position as established or changed conforms to the objective of effective position management or deviates only for carefully evaluated reasons.

(3) Make maximum utilization of the commanders position management staff advisors, i.e. comptroller, force development and civilian personnel representatives. (AHABA-CP)

FOR THE COMMANDER:

OFFICIAL:

R. G. CICCOLELLA
Major General, GS
Chief of Staff

H. J. WEBB
Colonel, AGC
Adjutant General

DISTRIBUTION:
A - 2 ea
B(less 9) - 10 ea
F(37,38,40,41,42,46,47 only) - 5 ea
K - 7 ea
L - 10 ea
2 - CO, 4624th Support Squadron
35 - AHABA-CP

AHABA-CP (28 Jun 71) 2d Ind
SUBJECT: Salaries for Positions That May Involve Tips

HQ FIRST US ARMY, Fort George G Meade, Md 20755, 27 July 1971

TO: Commanders, Class I Installations
ATTN: Civilian Personnel Officers and NAF Fund Custodians

For information and appropriate application.

FOR THE COMMANDER:

JAMES E. KEATING
MAJ, AGC
Asst AG

DISTRIBUTION:
A(27 only) - 2
B(less 9) - 2 ea
2 - CO, 4789th Air Base Group,
Hancock Field, Syracuse, New York 13225
5 - AHABA-CP

DEPARTMENT OF THE ARMY
HEADQUARTERS, FIRST UNITED STATES ARMY
FORT GEORGE G. MEADE, MARYLAND 20755

AHABA-CP

28 JUN 1971

SUBJECT: Salaries for Positions That May Involve Tips

The Adjutant General
Department of the Army
ATTN: AGME
Washington, D. C. 20315

1. Reference AR-230-2, Chapter 3.

2. Request interpretation of paragraph 3-6b(5) above reference as pertains to "tipped" employees. Some custodians are of the opinion that tipped employees are entitled to their basic pay, as reflected on wage schedule, plus all tips received not in excess of 50% of the FLSA. For example, a Waitress, NW-02, whose rate is $1.70 per hour may actually be paid $2.50 per hour, considering $1.70 rate plus 50% or $.80 where the FLSA minimum is $1.60.

3. Another interpretation is that tipped employees' basic pay may be reduced up to 50% of the FLSA minimum on account of tips received. For example, a Waitress NW-02 whose basic rate is $1.70 per hour may actually be paid $.90 per hour, considering that 50% of FLSA or $.80 equals wage schedule rate of $1.70.

4. If interpretation cited in paragraph 3 above is correct, has management an obligation to assure that the employee (Waitress NW-02) actually receives no less than $1.70 per hour, the prescribed Category B wage schedule rate? Is the reference cited in paragraph 1 equally applicable to Category A and B employees?

FOR THE COMMANDER:

DANIEL K. HOPGOOD
CPT AGC
Asst AG

B-III-D-9

(OVER)

AGMF (28 Jun 71) 1st Ind
SUBJECT: Salaries for Positions That May Involve Tips

DA, TAGO, Washington, D.C. 20314 16 JUL 1971

TO: Commanding General, First United States Army, ATTN: AHABA-CP, Fort George G. Meade, Maryland 20755

1. The interpretation expressed in paragraph 3 of basic correspondence is correct.

2. It is incumbent upon an employer to assure that an employee receives, at least, the wage rates prescribed by this headquarters for the position occupied. This rate may consist of a combination of wages and tips, however, the prescribed wage may not be reduced by more than 50% of the Federal minimum or 80¢ per hour.

3. In reference to the question of whether or not adjustments may be made of wages and tips to meet established rates for Category A employees, it is considered that if employees are properly classified it is extremely unlikely that a Category A employee would be in a position to receive gratuities. It would also be highly inconsistent with the long established policy of the Department of the Army to sanction employees in Category A positions to receive any type of gratuity.

BY ORDER OF THE SECRETARY OF THE ARMY:

Adjutant General

DEPARTMENT OF THE ARMY
HEADQUARTERS, FIRST UNITED STATES ARMY
FORT GEORGE G. MEADE, MARYLAND 20755

AHABA-CP 19 March 1971

SUBJECT: Position Management Studies

Commanders, Class I Installations

1. References. a. DACPR 505 (ch 2) 6 October 1969.

b. 1A REG 690-3, 18 January 1971.

2. A review of installation civilian position management advisory reports to operating managers indicate a need for improvement and a reclarification of this headquarters' concept of the type of information and data that should be included therein. It has been noted that some of the information and data is of questionable value and other data primarily consists of statistics on the increase and decrease of grade *levels and/or average grade.* These statistics are to be reported in the annual position management analysis required by paragraph 2-2a, reference 1a. Formal position management advisory reports should be submitted to operating managers only if there are tangible and worthwhile recommendations or solutions to problems which will assist in the effective and economical accomplishment of mission(s).

3. It is the policy of this headquarters that a continuing positive effort be made to improve the quality and effectiveness of the position management program. To do this, it is highly important and of necessity that more concern and attention be placed by position classification specialists on the collection, development and submission of professional information and data which is useful in the management of the civilian workforce.

12900

Classifiers have a great opportunity to use the job evaluation process to broaden their staff services rather than just confine themselves to determining grades of civilian positions. They can share with managers and supervisors their skills, knowledges and insights of many organizational ailments in the management of personnel resources. Position classification specialists should participate in all management's planning of organizational and position changes. Future position management advisory reports will carry the subject heading of Position Management Studies. A suspense date will be indicated for replies from operating managers. The Position Management Officer should be furnished a copy of such reports.

4. This headquarters' concept of position management advisory reports is one that identifies itself with the objectives of paragraph 2-1, reference 1a, and presents recommendations of a corrective and/or planning action nature concerning imbalances in position structuring; overlapping and duplicating duties and responsibilities; fragmentation of organization; under-utilization of the skills, knowledges and abilities of employees; poor structuring of career ladder positions; instances of misassignment; and the cost to the government or employee as the case might be. Other items of interest to management would be advice concerning job reengineering to overcome manpower shortages; redistribution of duties and responsibilities to facilitate utilization of the disadvantaged and other groups of employees; impact on grades resulting from reduction-in-forces and reorganizations; and a plan of action for those situations which are to be implemented on an attrition basis. The manager should be provided with at least two alternate recommendations to problems or planned position actions identified.

5. Such items as summaries of classification actions, supervisory ratio, pay accuracy rate, training needs, and positions reviewed by supervisor should be included in a separate annual report to operating managers explaining survey results.

AHABA-CP 19 Mar 71
SUBJECT: Position Management Studies

6. It is highly recommended that letters of commendation be given managers or supervisors who have demonstrated outstanding job performance in their personnel management responsibilities. It is anticipated the number will be few and selective.

7. Copies of selected position management studies will be forwarded, in duplicate, as inclosures to the Civilian Personnel Program Report (RCS CSGPA-663) or directly to DCSPER, ATTN: AHABA-CP, this headquarters. Those studies reproduced for distribution to other installations will be carefully edited to eliminate installation, organization, and personal references.

8. All previous letters of instructions issued by this headquarters on subject matter are rescinded.

FOR THE COMMANDER:

M. M. MEDOKOWICH
LTC, AGC
Asst AG

DISTRIBUTION:
A (27 only) - 2
B (less 6 and 9) - 2 ea
2 - CO, 4624th Air Base Sqdrn,
Hancock Field
5 - AHABA-CP

DEPARTMENT OF THE ARMY 1A CIR 690-3
HEADQUARTERS, FIRST UNITED STATES ARMY
FORT GEORGE G. MEADE, MARYLAND 20755

EXPIRES 26 FEBRUARY 1972

CIRCULAR
NUMBER 690-3

26 February 1971

CIVILIAN PERSONNEL

JOB DESCRIPTION

1. References. a. FPM 511, Subchapter 4, 3 September 1965.

b. CPR 501, Subchapter 2 and Appendix A, 19 January 1968.

c. CPR 502, 26 March 1969.

2. A review of installation and activity job descriptions shows that a considerable number do not meet standards of adequacy and should be written in more reasonable and factual terms. This has been noticed particularly in descriptions submitted with employee complaints and appeals.

3. It is imperative that the guidance given in above references be followed in preparing job descriptions and that both supervisors and employees be kept fully informed.

4. The importance of accurate and factual job descriptions cannot be overemphasized, and especially so in controversial cases. The actual performance of incumbents of positions is required to match the duties and responsibilities described in the official job description. Unless jobs are properly described, the basis for an equitable pay structure is lacking, recruitment and retention difficulties are increased and mission accomplishment adversely affected.

5. It is also very important for job evaluation purposes that sufficient information concerning appropriate factors for determining title, series code, and grade be included in the descriptions. Failure to include this data increases the possibility of misallocation by reviewing authorities.

6. In those cases where the accuracy of a job description cannot be resolved between the Civilian Personnel Office and the staff or operating officer, the matter will be referred to the installation or activity commander for decision.

11631

7. Application of the above principles will be the subject of review during field visits of representatives of this headquarters.
(AHABA-CP)

FOR THE COMMANDER:

OFFICIAL:

S. M. MARKS
Brigadier General, GS
Chief of Staff

H. J. WEBB
Colonel, AGC
Adjutant General

DISTRIBUTION:
A(27 only) - 2
B - 2 ea
F(37,38,40,41,42,44,45,46,47) - 2 ea
K - 2 ea
L - 2 ea
15 - AHABA-CP

DEPARTMENT OF THE ARMY
HEADQUARTERS, FIRST UNITED STATES ARMY
FORT GEORGE G. MEADE, MARYLAND 20755

AHABA-CP 16 February 1972

SUBJECT: Control of Grade Escalation in the General Schedule

Commanders, Class I Installations and Activities
ATTN: Position Management Officer

1. References. a. Letter, AHABA-CP, this Headquarters, 23 December 1971, subject same as above.

b. UNCLAS message, AHABA-CP, this Headquarters, 251930Z Jan 1972, subject same as above.

2. The First United States Army's average grade of General Schedule positions continues to increase. A review and analysis of the CIVPERSINS Data Bank machine listing dated 31 December 1971, reveals the primary increase has been in garrisons and centers, i.e. Fort Devens, Fort Dix, Camp Drum, Fort Eustis, Fort Hamilton, IGMR, Fort Lee, and Fort Meade. Fort Knox, Fort Monroe, and Fort Holabird have made excellent progress in reducing their average grade. The same is true for some of the service schools and MEDDAC units.

3. There has been a sharp decrease during the 1st and 2d Quarters FY 72 in grades GS-4 and below and a considerable increase in grades GS-5 and above. The increases above GS-5 accounts for the increase in the command's average grade since 30 June 1971. The increases were primarily at the GS-5, GS-11 and GS-12 grade levels. The continued increases in the higher grades and decreases in the lower grades in the 2d Quarter FY 72 indicate little progress in the First United States Army program objective of reducing the average grade through position management processes.

B-III-E

155

10797

4. Even though the objective dates were moved up as indicated in reference 1b, reductions must be accomplished now to reach mandatory 30 June 71 level by 30 June 72. Positive actions to reduce the 30 June 71 average grade should be taken to assure maximum progress towards assigned FY 73 objective is made by 30 June 72. This is necessary to prevent the overall First Army average grade level from exceeding 30 June 71 level due to addition of high grade positions in such programs as Drug and Alcohol, Project Transition, and Army Reserve Technicians.

FOR THE COMMANDER:

R. W. BERGER
Major, AGC
Asst AG

3 Incl
1. Average Grade Data - Garrisons
2. Average Grade Data - Schools
3. Average Grade Data - MEDDAC's

DISTRIBUTION:
A (27 only) - 2
B (less 9) - 2 ea
F (46 and 47) - 2 ea
2 - CO, 4789th Air Base Group, Hancock Field
5 - AHABA-CP

GS AVERAGE GRADE DATA
GARRISONS/CENTER

GS GRADE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	TOTAL	12/31/71	6/30/71	CHANGE
Belvoir		16	50	121	179	70	100	19	66	5	62	53	12	5	1	759	6.6350	6.5013	+.1337
Carlisle	1	2	25	20	43	11	11	3	15	3	9	3				146	5.7671	5.7181	+.0490
Devens		4	95	136	98	48	61	12	50	4	49	17	5			579	5.9344	5.8925	+.0419
Dix		10	124	173	180	78	84	6	84	10	69	25	8	1		852	6.0106	5.8486	+.1620
Drum		19	47	66	30	5	17	4	14	4	7	1				214	4.8084	4.4650	+.3434
Eustis		12	103	177	200	51	103	16	69	14	75	36	10	1		867	6.1799	6.1314	+.0485
Hamilton	1	3	72	129	100	30	59	11	58	4	41	16	5	1		530	6.0453	5.9395	+.1058
Holabird		2	31	35	52	15	32	4	10	3	17	11	1			213	6.0798	6.1053	-.0255
IGMR		13	74	76	67	25	17	6	22	4	27	13	2			346	5.5520	4.7319	+.8201
Knox		75	157	303	272	80	121	19	97	12	95	41	17	2		1291	5.7715	5.8333	-.0618
Lee		19	79	160	172	48	77	13	54	12	52	20	12	2		720	5.9833	5.7382	+.2451
Meade	1	9	145	150	179	33	82	21	69	18	52	31	7	1		798	5.9386	5.9021	+.0365
Monroe		5	32	58	51	22	40	3	30	1	18	12	2			274	6.1204	6.1980	-.0776
TOTAL	3	189	1034	1604	1623	516	804	137	638	94	573	279	81	13	1	7589	5.9846	5.8556	

GS AVERAGE GRADE DATA
SERVICE SCHOOLS

GS GRADE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	TOTAL	12/31/71	6/30/71	CHANGE
Armor			16	69	28	3	76	34	20	1	30	7	2			286	6.6993	6.7232	-.0239
Ordnance		13	46	64	42	10	16	6	79	3	86	48	17	1	1	432	7.7847	7.8004	-.0157
QM		20	44	91	43	15	11	3	50	4	72	23	8	2		386	6.8187	7.0053	-.1866
Engineer		1	10	64	54	16	15	1	87	46	52	33	9	6	1	395	8.0861	7.9643	+.1218
Transportation		4	36	115	43	13	17	6	146	27	48	25	6		1	487	7.2710	7.3368	-.0658
Chaplain			5	11	9	1	2		1		1			1		31	5.0968	5.3103	-.2135
Signal			4	93	68	27	23	2	50	1	184	141	53	3	1	650	9.2077	9.1513	+.0564
TOTAL		38	161	507	287	85	160	52	433	82	473	277	95	13	4	2667	7.7949		

B-III-E-5

GS AVERAGE GRADE DATA
MEDDAC'S

GS GRADE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	TOTAL	12/31/71	6/30/71	CHANGE
Devens		1	13	53	20	8	23	3	5		3		3			132	5.3258	5.2296	+.0962
Dix		7	87	132	55	30	68	11	35	2	3	3	3	2	1	439	5.2574	5.2153	+.0421
Meade		3	15	40	13	4	11	16	7							109	5.2110	5.6171	-.4061
Carlisle			1	12	13	1	8		2				2			39	5.6923	5.7105	-.0182
Eustis			14	51	36	8	23	1	9		3	1				146	5.2671	5.2908	-.0237
Monroe		1	6	5	5	1	8				1			1	1	29	5.7586	N/A	
Knox		16	119	77	61	20	62	5	10	1	2	1	3			377	4.6923	4.7043	-.0120
APG			6	37	21	4	7	7	7		1		3			93	5.5161	5.4253	+.0908
Belvoir		2	15	45	30	16	21	17	20	4	1	2		3		176	5.9943	5.8873	+.1070
Lee		1	15	74	26	6	28		16	1	2	1	1			171	5.2982	5.3832	-.0850
Monmouth			17	29	16	7	20	10	1		2	2	1			105	5.4952	5.3458	+.1494
TOTAL		31	308	555	296	105	279	70	112	8	18	10	16	6	2	1816	5.2627		

DEPARTMENT OF THE ARMY
HEADQUARTERS, FIRST UNITED STATES ARMY
FORT GEORGE G. MEADE, MARYLAND 20755

AHABA-CP 17 January 1972

SUBJECT: Control of Grade Escalation in the General Schedule

Commanders, Class I Installations
Commanding Generals, Major USAR Commands
Commanding Generals, USAR General Officer Commands

1. Reference 1st Indorsement, AHABA-CP, this headquarters, 10 November 1971 to CONARC letter, 19 October 1971, subject as above.

2. Review of submissions required by above reference reveals multiple approaches for achieving directed reduction in average grade. The most common selection was downgrading of vacated Administrative Supply Technician positions. Limited restructuring was proposed for staff ART positions. One MUSARC indicated plans to reevaluate subordinate staff positions to GS-10 and GS-8 in the interest of internal progressive alignment. The following guidance is furnished to insure uniform understanding of classification principles and direct attention to reduction opportunities in staff-type ART positions.

3. Commanders or their designated representatives determine duties and responsibilities to be accomplished by ART personnel. Although desirable that assignments correspond to duties outlined in AR 140-315, such action is not always possible nor practical. This reason precludes mandatory application of standardized job descriptions.

4. Staff Administrative Specialist (SAS) descriptions in effect describe duty assignments comparable to those envisioned for a commissioned officer. For example, S-1, S-4, AG and staff action officers. AR 140-315 prescribes clerical and administrative duties for SAS's. The regulation further identifies SAS positions as technician counterparts to warrant officer and enlisted positions. Comparison against AR 140-315 would indicate the majority of SAS positions are improperly utilized or at least utilized in significant variation with the regulation. This situation affords management the opportunity to reconsider the utilization of SAS's which may subsequently influence average grade and achievement of desired objectives. The preceding is not a directed course of action but is within management prerogatives, including appropriate reclassification of occupied positions.

9313

5. This headquarters interposes no objections to evaluating ART positions to intermediate levels, i.e., GS-8, GS-10 and below GS-5, provided personnel assignments and performance equates to such grade levels. This headquarters does desire, however, to be informed when job restructuring principles are invoked covering a particular category or significant number of positions. This will facilitate responding to inquiries related to alleged grade misalignments among ART categories and within organizations having similar missions.

6. At Inclosure 1 is a listing of ART functional titles showing corresponding authorized Civil Service titles and codes. The listing is not all inclusive and changes should be implemented during annual cyclic review, in lieu of individual SF-52. All technician titles should include the parenthetical abbreviation ART.

FOR THE COMMANDER:

R. W. Berger

R. W. BERGER
Major, AGC
Asst AG

1 Incl
as

DISTRIBUTION:
A(1,6,7,27 only) - 2 ea
B(4,8,11 only) - 2 ea
L - 5 ea
M - 5 ea
10 - AHABA-CP

Functional Tech Identification	CSC Title and Code
SAA	Staff Admin Asst - GS-301
STA	Staff Training Asst - GS-301
SPA	Staff Pers Asst - GS-301
SLA	Staff Logistics Asst - GS-301
SEA	Equipment Specialist (Specialization) - GS-1670
RO	USAR Recruiting Officer - GS-301
SAS	Staff Admin Spec - GS-301
	Mil Pers Clk - GS-204
	Clk-Typist - GS-322
	Clk-Steno - GS-312
	Trng Clk - GS-301
	Maint Clk - GS-301
SSS	Staff Supply Specialist - GS-2001
FOO	Aircraft Pilot - GS-2181
	Airplane or Helicopter Pilot - GS-2181
FI	Flight Instructor (Aircraft) - GS-2181
	Flight Instructor (F. W. or Helicopter) - GS-2181
DSP	Aircraft Dispatcher - GS-2151
AST	Admin Supply Technician - GS-301
	Admin Tech - GS-301
	Supply Tech - GS-2001
Aircraft Shop Foreman	Aircraft Pilot - GS-2181
	Airplane Pilot - GS-2181
	Helicopter Pilot - GS-2181
Maintenance Technician	Title and code supervisory and nonsupervisory jobs consistent with Section III CSC Job Grading System for trades and labor occupations and DA supplements.

DEPARTMENT OF THE ARMY
HEADQUARTERS, FIRST UNITED STATES ARMY
FORT GEORGE G. MEADE, MARYLAND 20755

S-5 July 1971

AHABA 7 June 1971

SUBJECT: Command-Wide Civilian Class Act Grade Trend Analysis

Commanders, Class I Installations and Activities

1. References. a. Letter, ATPER-CP, Headquarters, CONARC, 6 July 1970, subject: Civilian Position Management, and 1st Indorsement, AHABA-CP (8 Jul 70), this headquarters, 17 July 1970.

b. Letter, AGDA-A(M) (16 Feb 71) DCSPER, PPMD, 15 March 1971, subject: Classification Action Affecting Large Blocks of Civilian Positions, Reports Control Symbol USCSC-1142 and 1st Indorsement, AHABA-CP (30 Mar 71), this headquarters, 14 April 1971.

c. Letter, AHABA-CP, this headquarters, 21 April 1971, subject: Management of Civilian Positions.

d. IA REG 690-3, this headquarters, 18 January 1971, subject: Management of Civilian Positions.

2. CONARC granted this headquarters on 19 March the authority to operate under the provisions of CPR 505. This authority has been redelegated to some installation and activity commanders. Other redelegations are in the process of being approved.

3. A review and analysis of the third quarter Position Control Reports from installations/activities reveals some instances wherein the average grade has increased by as much as one-tenth over the approved TDA base level. In other cases the average grade is below the base level. Inclosure 1 indicates average grade and position cost/savings data.

163 Incl 6 to [illegible] to Appx III dated 75

4. Those installations/activities which have exceeded their base level by one-tenth of a grade will prepare an explanatory documentation reflecting the causative factors together with an appraisal of the impact upon on-going position structure. The Position Management Officer will append a written statement regarding the causes for grade change, and determination of whether these causes are justifiable and supportable and the extent of any corrective action directed. Copies will be forwarded to this headquarters, ATTN: AHABA-CP, not later than 5 July.

5. The installations/activities which have shown a decrease or savings are to be commended for those personnel management improvements that have been effected. Request copies of studies or other actions which contributed to this accomplishment be forwarded for distribution to other commanders.

FOR THE COMMANDER:

JAMES E. KEATING
MAJ, AGC
Asst AG

1 Incl
as

DISTRIBUTION:
B (less 9) - 2 ea
F (44, 46, 47 only) - 2 ea
5 - AHABA-CP

HEADQUARTERS FIRST US ARMY

COMMAND-WIDE CIVILIAN CLASS ACT GRADE TREND ANALYSIS

INSTALLATION/UNIT	TDA BASE LEVEL (AVER GRADE)	3d QTR 839 REPORT	CHANGE	ADD ON COSTS	SAVINGS (APPROX)
Fort Belvoir	6.45	6.59	+.14	$115,000.00	
Carlisle Barracks	5.70	5.91	+.21	25,000.00	
Fort Devens	5.87	5.96	+.09	41,000.00	
Fort Dix	5.98	5.79	-.19		$143,000.00
Camp Drum	5.15	5.20	+.05	7,000.00	
Fort Eustis	6.08	6.11	+.03	24,000.00	
Fort Hamilton	5.68	5.97	+.29	132,000.00	
Fort Holabird	6.32	6.26	-.06		14,000.00
GMR	5.70	5.51	-.19		50,000.00
Fort Knox	5.64	5.60	-.04		57,000.00
Fort Lee	6.10	6.03	-.07		43,000.00
Fort Meade	5.90	5.70	-.20		169,000.00
Fort Monroe	6.10	6.06	-.04		11,000.00
US Army Chaplain School	5.35	5.09	-.26		7,000.00
Ordnance Center & School	7.89	7.98	+.09	37,000.00	
Signal Center & School	8.96	9.04	+.08	58,000.00	
Engineer School	7.41	7.65	+.24	110,000.00	
Transportation School	7.35	7.41	+.06	27,000.00	
Armor School	6.70	6.74	+.04	10,000.00	
Quartermaster School	7.07	7.09	+.02	7,000.00	

7 Dat Establ TTL-A Corps

165

DEPARTMENT OF THE ARMY
HEADQUARTERS, FIRST UNITED STATES ARMY
FORT GEORGE G. MEADE, MARYLAND 20755

AHABA-CP

SUBJECT: Control of Grade Escalation in the General Schedule

1. Reference is made to CONARC letter ATPER-CP, 19 October 1971 and 1st Indorsement AHABA-CP, 10 November 1971, subject as above, and inclosures thereto.

2. To achieve average grade reductions assigned by reference letter, it will be necessary to restructure positions in the General Schedule. Local plans of actions to accomplish this must be developed. Managers and supervisors are required to study their current organization and position structure to establish most economical and efficient structure possible. This action requires active participation of Position Management Officer and manpower, management analysis, budget and civilian personnel staff offices to assure all pertinent factors are considered in final determinations. Inclosure 1 sets forth some areas of consideration which may assist in achieving assigned average grade objective. Restructuring should be done with objective of long range improvement in position structure and sound position management as end result.

3. Positive efforts are required to meet assigned average grade reduction. However, following constraints will be observed:

a. Arbitrary across-the-board freezes will not be applied.

b. Reduction-in-force (RIF) or downgrading solely to meet the average grade reduction will not be used, although such actions may occur as a result of restructuring positions to achieve a more efficient and economical operation.

AHABA-CP
SUBJECT: Control of Grade Escalation in the General Schedule

c. Under no circumstances will misclassification or misuse of details be used.

d. Required reductions will not relieve activities of responsibility for meeting requirements of Equal Employment Opportunity, Status of Women and Human Goals Program.

4. Field visits and reporting trends reflect a need for improvement in management of our civilian position structure. Inclosure 2 provides required actions of a continuing nature to assure a sound and effective position management program. Immediate action will be taken to implement such actions if not already in effect.

5. Extreme care must be exercised to insure that personnel actions arising out of changes in position structure are supported by organizational economy. Actions that cannot be thus defended would be subject to reversal on appeal.

FOR THE COMMANDER:

S. M. Marks

2 Incls
as

S. M. MARKS
Major General, GS
Chief of Staff

AREAS OF CONSIDERATION IN REDUCING AVERAGE GRADE

1. Engineer vacant positions to lower grade unless fully justified as essential to mission accomplishment.

2. Increase the number of the GS-1 and GS-2 level positions.

3. Review all deputy and assistant positions for necessity.

4. Increase the use of technicians in professional job settings.

5. Establish a balanced structure of journeymen, junior, technician and clerical positions in direct relation to the frequency these level tasks occur in the organization.

6. Review organization breakouts below division level for possible combinations of subelements with similar functions.

7. Review secretarial and clerk-stenographer positions to assure validity of required skill.

8. Concentrate high level duties in a minimum number of positions.

POSITION MANAGEMENT ACTIONS

1. Establish and maintain a review system for changes in the current or establishment of new position structures which will assure coordinated staff comment by manpower, management analysis, budget and civilian personnel staffs and decision by the Position Management Officer.

2. Establish and maintain a regular schedule of coordinated position management studies involving manpower, management analysis, budget and civilian personnel office staffs with line management and supervision to assure efficient and economical organization and position structure.

3. Establish and maintain a system for reviewing each vacant position, as it occurs, for continuing need with an analysis of alternate position structures which would provide for a more economical and efficient structure.

4. Provide orientation and training to managers and supervisors to assure current knowledge of their position management responsibilities.

5. Assure annual review of positions for need and proper classification.

6. Assure documentation is established and maintained in support of position management studies, actions by the Position Management Officer, coordinated staff advice and assistance and alternate structures considered.

7. Make analysis of trends and take corrective measures where adverse to objectives of economy, efficiency and skills utilization.

CIVILIAN PERSONNEL PROGRAM REPORT

(All Employees * Foreign Nationals Overseas)

Report agency is the Office of the Deputy Chief of Staff for Personnel

REPORTS CONTROL SYMBOL CSGPA-549(R3)

Deputy Chief of Staff for Personnel
ATTENTION: Office of Civilian Personnel
Department of the Army
Washington, D. C. 20310

1. FROM: (Installation Name and Address)

2. QUARTER ENDING

3. MAJOR COMMAND

4. INTERMEDIATE COMMAND

5. CIVILIAN PERSONNEL OFFICE CODE CC 1 - 6 (Enter 1 digit in each block below)

						A	

Column (1): For use in data conversion by Headquarters, Department of the Army.
Column (2): The number shown in this column indicates the exact number of digits that must be entered in Column d.
Examples of entries: Item 6, "02624;" Item 18, "003;" Item 37, "0157350;" Item 100, "035.2."

Item a	Description b	Card Data c (1)	c (2)	Amount d	Item a	Description b	Card Data c (1)	c (2)	Amount d
1	[illegible] STRENGTH DURING QUARTER	9-13	5		45	CAREER PROGRAM LOSSES	24-26	3	
2	[illegible] END OF QUARTER	14-18	5		46	CAREER PROGRAM REGISTRANTS	27-30	4	
3	[illegible] GRADE EMPLOYEES - END OF QUARTER	19-22	4		47	PLACEMENTS - CAREER PROGRAM	31-33	3	
4	[illegible] TERM EMPLOYMENT	23-26	4		48	AVERAGE DAYS CAREER POSITIONS VACANT	34-36	3	
5	[illegible] SUPERVISORS - END OF QUARTER	27-30	4		49	CAREER REQUISITIONS ON HAND	37-39	3	
6	[illegible] SUPERVISORS - END OF QUARTER	31-34	4		50	DELINQUENT CAREER APPRAISALS	40-42	3	
7	NEW CIVILIAN SUPERVISORS	35-37	3		51	CAREER INTERNS FROM INSIDE ARMY	43-44	2	
8	NEW MILITARY SUPERVISORS	38-40	3		52	CAREER INTERNS FROM OUTSIDE ARMY	45-47	3	
9	[illegible] TO INSTALLATION	41-44	4		53	INTERN LOSSES TO ARMY	48-50	3	
10	[illegible] FROM INSTALLATION	45-48	4		54	INDIVIDUALS PROCESSED FOR OVERSEAS EMPLOYMENT	51-52	2	
11	[illegible] LOSSES	49-51	3		55	AVG. NUMBER OF DAYS TO PROCESS - OVERSEAS EMPLOYMENT	53-55	3	
12	[illegible] GS 1 - 4	52-55	4		56	O/S RETURNEES - CAREER PROGRAM PLACEMENTS	56-57	2	
13	[illegible] GS 1 - 4 VACANT OVER 30 DAYS	56-58	3		57	O/S RETURNEES - REEMPLOYMENT RIGHTS	58-59	2	
14	[illegible] GS 5*	59-62	4		58	O/S RETURNEES - PERSONAL APPLICATIONS	60-61	2	
15	[illegible] GS 5* VACANT OVER 30 DAYS	63-65	3		59	PROFESSIONAL, SCI. & ENGR TNG - EMPLOYEES TRAINED	62-66	5	
16	[illegible] WAGE GRADE	66-69	4		60	PROFESSIONAL, SCI. & ENGR TNG - HOURS GIVEN	67-72	6	
17	[illegible] WAGE GRADE - VACANT OVER 30 DAYS	70-72	3		61	TECHNICAL TRAINING - EMPLOYEES TRAINED	73-77	5	
18	[illegible] ON HAND	73-76	4		62	TECHNICAL TRAINING - HOURS GIVEN D	9-14	6	
19	[illegible] ON HAND - VACANT OVER 30 DAYS	77-79	3		63	MGT, SUPERVISION & ADMINISTRATION TNG - EMPLOYEES TRAINED	15-19	5	
20	[illegible] PROMOTIONS B	9-12	4		64	MGT, SUPERVISION & ADMINISTRATION TNG - HOURS GIVEN	20-25	6	
21	[illegible] COMPETITIVE PROMOTIONS	13-16	4		65	OTHER TRAINING - EMPLOYEES TRAINED	26-30	5	
22	[illegible] OUTSTANDING PERFORMANCE APPRAISALS	17-19	3		66	OTHER TRAINING - HOURS GIVEN	31-36	6	
23	HONORARY AWARDS	20-21	2		67	NEW CIVILIAN SUPERVISORS TRAINED	37-39	3	
24	SUSTAINED SUPERIOR PERFORMANCE AWARDS - WG	22-24	3		68	NEW MILITARY SUPERVISORS TRAINED	40-42	3	
25	SUSTAINED SUPERIOR PERFORMANCE AWARDS - GS	25-27	3		69	CO-OPERATIVE STUDENTS	43-45	3	
26	SPECIAL ACT OR SERVICE AWARDS	28-30	3		70	POSITIONS REVIEWED BY SUPERVISORS	46-50	5	
27	AMOUNT PAID - SSP AND SPECIAL ACT OR SVC AWD	31-35	5		71	POSITIONS REVIEWED BY CIVILIAN PERSONNEL OFFICE	51-54	4	
28	QUALITY INCREASES	36-38	3		72	POSITIONS REVIEWED BY SUPERVISORS - AUDITED BY CPO	55-58	4	
29	CIVILIAN SUGGESTIONS SUBMITTED	39-43	5		73	POSITIONS AFFIRMED BY CIVILIAN PERSONNEL OFFICE	59-62	4	
30	CIVILIAN SUGGESTIONS ADOPTED	44-47	4		74	GRADE CHANGES - SUBSTANTIAL CHANGE IN DUTIES	63-66	4	
31	CIVILIAN SUGGESTIONS ON HAND	48-52	5		75	GRADE CHANGES - NO SUBSTANTIAL CHANGE IN DUTIES	67-69	3	
32	CIVILIAN SUGGESTIONS - ESTIMATED 1ST YEAR BENEFITS	53-59	7		76	POSITIONS REMAINING TO BE ANALYZED	70-74	5	
33	CIVILIAN SUGGESTIONS - AMOUNT OF CASH PAID	60-64	5		77	POSITIONS ANALYZED - INDIVIDUAL ACTION REQUESTS	75-78	4	
34	MILITARY SUGGESTIONS SUBMITTED	65-69	5		78	JOBS - END OF QUARTER E	9-13	5	
35	MILITARY SUGGESTIONS ADOPTED	70-73	4		79	CLASSIFICATION AND WAGE COMPLAINTS INITIATED	14-15	2	
36	MILITARY SUGGESTIONS ON HAND	74-78	5		80	CLASSIFICATION AND WAGE COMPLAINTS TOTAL DECISIONS	16-17	2	
37	MILITARY SUGGESTIONS - ESTIMATED 1ST YEAR BENEFITS C	9-15	7		81	CLASSIFICATION AND WAGE COMPLAINTS - EMPLOYEES SUSTAINED	18-19	2	
38	MILITARY SUGGESTIONS - AMOUNT OF CASH PAID	16-20	5		82	CLASSIFICATION AND WAGE APPEALS INITIATED	20-21	2	
39	CAREER PROGRAM ACCESSIONS	21-23	3		83	CLASSIFICATION AND WAGE APPEALS - TOTAL DECISIONS	22-23	2	

TYPED NAME OF CIVILIAN PERSONNEL OFFICER

NOTE: CONSOLIDATED 3d QUARTER FY 72 STATISTICS FOR FUSA ACTIVITIES ARE SHOWN BY CORRESPONDING ITEM NUMBER ON ATTACHED PAGES.

DA FORM 1346 PREVIOUS EDITIONS OF THIS [illegible] ARE OBSOLETE

APPENDIX [illegible] TO ANNEX R

12 - B-III-R

170

ITEM #	DESCRIPTION b	CARD DATA c (1)	c (2)	AMOUNT d	ITEM #	TION b	CARD DATA c (1)	c (2)	AMOUNT d
84	CLASSIFICATION AND WAGE APPEALS EMPLOYEES SUSTAINED	24-25	2		94	STEP INCREASES WITHHELD	44-45	2	
85	GRIEVANCES - EMPLOYEES	26-27	2		95	WRITTEN REPRIMANDS	46-47	2	
86	GRIEVANCES - EMPLOYEES SUSTAINED	28-29	2		96	SUSPENSIONS	48-49	2	
87	APPEALS - DA	30-31	2		97	REMOVALS	50-51	2	
88	APPEALS DA - EMPLOYEES SUSTAINED	32-33	2		98	REMOVALS DURING TRIAL PERIOD	52-53	2	
89	APPEALS - DA - OSA	34-35	2		99	OTHER ADVERSE ACTIONS (INCL RIF)	54-57	4	
90	APPEALS DA - OSA EMPLOYEES SUSTAINED	36-37	2		100	MAN QUARTERS - OPERATING CIVILIAN PERSONNEL OFFICE	58-61	4	
91	APPEALS - CSC	38-39	2		101	AVERAGE HOURS SICK LEAVE PER PAY PERIOD	62-66	5	
92	APPEALS CSC - EMPLOYEES SUSTAINED	40-41	2		102	ALLOWANCES AND DIFFERENTIALS - INELIGIBILITY	67-69	3	
93	EEO COMPLAINTS	42-43	2						

	(Items to be completed ONLY by Offices Servicing School Teachers Overseas)	
a	AVERAGE STRENGTH SCHOOL TEACHERS, OVERSEAS	
b	VOLUNTARY LOSSES - SCHOOL TEACHERS	
c	GRIEVANCES - SCHOOL TEACHERS	
d	GRIEVANCES - SCHOOL TEACHERS, SUSTAINED	
e	APPEALS - SCHOOL TEACHERS	
f	APPEALS - SCHOOL TEACHERS - SUSTAINED	
g	DISCIPLINARY ACTIONS - SCHOOL TEACHERS	

RESERVED FOR COMMAND USE

RESERVED FOR DA USE

EDIT PROCEDURES CHECKED BY:

TYPED NAME

CPO POSITION

REMARKS

B-III-F-2

171

3 QTR FY 77	Average strength during quarter 6	Strength end of QTR 7	8	9	10	11	12	13	14	15	16
BELVOIR - NERDC	1339	1349	181	80	161	6	33	13	57	26	9
- CDC	449	454	3	29	35	119	12	11	19	9	5
- NVL	446	447	3	8	37	0	18	0	4	5	3
- REM	2874	2881	1051	94	425	249	76	58	131	97	22
- TOTAL	5108	5131	1238	211	658	374	139	82	211	137	39
CARLISLE BKS	513	512	149	32	76	60	6	8	27	15	13
DEVENS - ART	445	467	130	9	98	66	2	3	36	8	3
- REM	1525	1541	735	42	135	44	33	20	85	45	18
- TOTAL	1970	2008	865	51	183	110	35	23	121	53	21
DIX	2573	2568	1094	102	262	176	71	18	108	110	28
EUSTIS - AVL	317	316	15	5	31	8	0	0	6	9	1
- REM	2921	2954	1018	124	366	197	8	159	118	94	25
- TOTAL	3238	3275	1033	129	397	185	8	154	124	103	26
HAMILTON - ART	514	525	97	19	64	174	0	0	31	15	4
- REM	1339	1342	490	31	197	70	4	1	53	50	22
- TOTAL	1853	1867	587	50	261	244	4	1	84	65	26
HAYES - ART	763	774	277	8	18	303	0	15	20	18	13
- REM	307	304	32	9	21	80	0	0	14	15	11
- TOTAL	1070	1078	309	17	39	383	0	15	34	33	24
HOLABIRD - INTEL C											
- AG PUB											
- REM											
- TOTAL	457	474	148	8	62	12	7	2	23	37	5
IGMR - ART	1044	1059	373	17	171	304	17	0	56	33	7
- REM	623	649	130	32	85	38	17	1	47	25	11
- TOTAL	1667	1708	503	49	256	342	34	1	103	58	18
KNOX	4548	4548	2248	341	450	347	83	71	187	147	56
LEE	2847	2862	917	155	387	201	45	0	104	90	28
MEADE - HQ 1ST USA	1130	1130	74	4	193	185	49	12	36	43	21
- REM	2002	2023	963	57	296	60	18	12	100	70	46
- TOTAL	3132	3153	1037	61	489	245	66	24	136	113	74
MONROE - CONARC	733	746	0	14	53	178	0	5	34	17	8
- REM	682	693	227	26	114	36	1	0	38	32	12
- TOTAL	1415	1433	227	40	167	214	1	5	72	49	20
TOTAL	30,441	30,612	10,315	1266	3687	2943	499	409	1334	1010	378

AMABA Form 26
OCT 70

CIVILIAN PERSONNEL REPORT RCS CSGPA- 549 (R3) WORKSHEET

3 QTR FY 72	25	26	27	28	29	30	33	34	35	36	39
BELVOIR - MERDC	31	9	34	0	5	14	7	47	9	45	2
- CDC	8	1	43	4	0	2	8	7	3	14	6
- NVL	15	2	16	0	0	1	5	6	1	22	0
- REM	64	32	80	17	22	26	19	126	29	127	189
- TOTAL	118	44	178	21	27	43	39	186	42	208	197
CARLISLE BKS	11	8	5	16	2	6	3	13	0	14	20
DEVENS - ART	21	3	8	0	0	1	3	0	0	0	0
- REM	37	21	32	4	11	11	7	110	28	124	115
- TOTAL	58	24	40	4	11	12	10	110	28	124	115
DIX	39	33	82	2	10	19	25	109	39	133	65
EUSTIS - AVL	4	0	8	0	0	0	0	5	0	23	0
- REM	70	41	70	16	37	24	16	117	16	211	71
- TOTAL	74	41	78	16	37	24	16	122	16	234	71
HAMILTON - ART	19	10	15	0	1	4	7	11	0	14	0
- REM	34	29	47	1	9	11	10	88	6	120	12
- TOTAL	53	39	62	1	10	15	17	99	6	134	12
HAYES - ART	10	10	29	0	1	1	18	19	2	30	1
- REM	3	2	13	1	0	1	1	2	0	4	0
- TOTAL	13	12	42	1	1	2	19	21	2	34	1
HOLABIRD - INTEL C											
- AG PUB											
- REM											
- TOTAL	18	10	9	2	1	21	1	1	0	1	0
IGNR - ART	19	15	21	1	1	1	19	6	0	12	4
- REM	16	11	16	0	4	1	8	58	16	33	25
- TOTAL	35	26	37	1	5	2	27	64	16	45	29
KNOX	87	64	196	5	32	9	8	67	30	25	458
LEE	59	42	49	20	4	18	28	110	49	124	185
MEADE - HQ 1ST USA	21	15	47	57	0	23	8	43	6	94	13
- REM	43	29	42	29	33	13	14	86	45	248	80
- TOTAL	64	44	89	86	33	36	22	129	51	342	93
MONROE - CONARC	5	4	52	4	0	6	9	7	6	3	10
- REM	21	3	14	3	3	4	6	22	15	20	25
- TOTAL	26	7	66	7	3	10	15	29	21	23	35
TOTAL	652	394	932	182	186	198	230	1060	300	1446	1281

AMABA Form 26
OCT 70

CIVILIAN PERSONNEL REPORT RCS CSGPA-549 (R3) WORKSHEET

3 QTR FY 72	40	41	44	45	47	53	59	60	61	62	63
BELVOIR - MERDC	0	5	8	6	40	0	101	12874	146	7840	174
- CDC	1	13	2	1	7	0	13	3196	40	1562	12
- NVL	0	1	1	0	11	0	149	9083	69	4671	36
- REM	26	194	18	10	54	2	107	9374	363	11261	414
- TOTAL	27	213	29	17	112	2	370	34527	618	25334	636
CARLISLE BKS	2	22	2	1	2	0	6	288	44	1813	107
DEVENS - ART	0	0	0	0	0	0	0	0	15	516	0
- REM	9	131	0	0	5	0	1	0	70	2520	376
- TOTAL	9	131	0	0	5	0	1	0	85	3036	376
DIX	10	75	4	2	6	0	8	304	349	9731	617
EUSTIS - AVL	0	0	1	3	6	3	18	750	46	2366	12
- REM	16	138	11	7	33	0	46	2586	1617	58743	470
- TOTAL	16	138	12	10	39	3	64	3336	1663	61109	482
HAMILTON - ART	0	0	0	0	0	0	0	0	249	996	44
- REM	0	20	3	2	5	0	11	440	105	2784	160
- TOTAL	0	20	3	2	5	0	11	440	354	3780	204
HAYES - ART	0	1	0	0	0	0	0	0	5	40	49
- REM	1	14	0	0	0	0	0	0	16	280	2
- TOTAL	1	15	0	0	0	0	0	0	21	320	50
HOLABIRD - INTEL C											
- AG PUB											
- REM											
- TOTAL	0	1	0	0	2	0	0	0	37	1131	42
IGMR - ART	1	14	0	1	0	0	0	0	148	6234	68
- REM	3	18	0	1	0	0	0	0	370	7923	150
- TOTAL	4	32	0	2	0	0	0	0	518	14157	218
KNOX	14	41	5	6	18	2	14	744	1096	35135	470
LEE	51	177	6	9	21	1	29	1188	833	12964	319
MEADE - HQ 1ST USA	3	27	5	30	7	1	131	1348	424	18244	1581
- REM	20	123	2	2	11	0	201	3832	918	16909	4773
- TOTAL	23	150	7	32	18	1	332	5180	1342	35153	6274
MONROE - CONARC	2	8	0	4	6	0	0	0	31	1425	84
- REM	19	16	2	5	21	0	9	301	177	8866	69
- TOTAL	21	24	2	9	27	0	4	301	208	10291	153
TOTAL	178	1089	70	97	255	9	844	46308	7168	214044	9948

AMABA Form 26
OCT 70

CIVILIAN PERSONNEL REPORT RCS CSGPA-549 (R3) WORKSHEET

3 QTR FY 72	64	65	66	67	68	72	73	76	77	79	82
BELVOIR - MERDC	6512	341	2263	23	0	201	193	0	1105	2	2
- CDC	710	220	582	10	2	0	0	16	438	0	0
- NVL	3576	139	854	10	0	0	0	358	89	0	0
- REM	11305	1610	7244	76	39	268	259	611	1528	9	5
- TOTAL	22103	2360	10943	129	41	469	452	985	3160	11	7
CARLISLE BKS	974	7	312	4	4	79	78	72	89	1	0
DEVENS - ART	0	7	28	0	0	154	153	0	18	0	0
- REM	2009	66	209	23	4	210	171	547	94	0	1
- TOTAL	2009	73	237	23	4	364	344	547	112	0	1
DIX	5314	4421	9851	3	5	318	299	446	335	0	1
EUSTIS - AVL	708	4	248	0	0	0	15	255	81	0	0
- REM	9105	4692	10843	8	12	272	267	852	806	1	3
- TOTAL	9813	4696	11091	8	12	272	282	1207	887	1	3
HAMILTON - ART	212	146	172	0	0	91	91	171	177	0	0
- REM	2745	1628	1758	4	1	98	80	795	341	1	8
- TOTAL	2957	1774	1930	4	1	189	171	966	618	1	8
HAYES - ART	1536	0	0	0	0	35	35	204	71	0	0
- REM	16	51	228	0	0	10	10	122	19	0	0
- TOTAL	1552	51	228	0	0	45	45	326	90	0	0
HOLABIRD - INTEL C											
- AG PUR											
- REM											
- TOTAL	538	1671	2722	0	0	7	7	309	113	5	2
IGNR - ART	2326	46	108	13	0	390	341	38	192	0	0
- REM	5504	49	320	10	1	188	122	47	182	1	0
- TOTAL	7830	95	428	23	1	578	463	85	374	1	0
KMOX	6398	3532	8584	78	66	671	611	914	1520	1	3
LEE	6620	124	2096	38	0	435	418	308	224	0	1
MEADE - HQ 1ST USA	6020	6902	14292	40	7	7	7	820	213	0	0
- REM	35886	2013	42113	18	0	23	19	997	656	1	0
- TOTAL	41906	8915	56405	58	7	30	26	1817	869	1	0
MONROE - CONARC	2608	339	1222	0	0	138	129	170	99	0	0
- REM	3044	74	1617	1	0	171	166	49	102	4	6
- TOTAL	5652	313	2839	1	0	309	295	219	201	4	6
TOTAL	113,666	28032	107766	369	141	3766	3491	8301	8492	36	32

AMABA Form 26
OCT 70

CIVILIAN PERSONNEL REPORT RCS CSGPA-549 (R3) WORKSHEET

3 QTR FY 72	85	86	87	88	89	90	91	92	93	94	95
BELVOIR - MERDC	1	0	0	0	0	0	2	1	0	0	1
- CDC	0	0	0	0	0	0	0	0	0	0	0
- NVL	0	0	0	0	0	0	0	0	0	0	0
- REM	9	5	0	0	0	0	2	0	0	0	9
- TOTAL	10	5	0	0	0	0	4	1	0	0	10
CARLISLE BKS	1	0	0	0	0	0	0	0	0	0	0
DEVENS - ART	0	0	0	0	0	0	0	0	0	0	0
- REM	1	0	0	0	0	0	0	0	0	3	1
- TOTAL	1	0	0	0	0	0	0	0	0	3	1
DIX	0	0	0	0	0	0	0	0	0	0	1
EUSTIS - AVL	0	0	0	0	0	0	2	0	1	0	0
- REM	3	1	0	0	1	0	3	0	2	2	3
- TOTAL	3	1	0	0	1	0	5	0	3	2	3
HAMILTON - ART	0	0	0	0	0	0	0	0	0	0	0
- REM	1	0	1	0	0	0	0	0	0	0	1
- TOTAL	1	0	1	0	0	0	0	0	0	0	1
HAYES - ART	5	5	0	0	0	0	0	0	0	0	1
- REM	0	0	0	0	0	0	0	0	0	0	4
- TOTAL	5	5	0	0	0	0	0	0	0	0	5
HOLABIRD - INTEL C											
- AG PUB											
- REM											
- TOTAL	1	0	1	0	0	0	1	0	0	1	0
IGMR - ART	0	0	0	0	0	0	0	0	0	0	0
- REM	1	1	0	0	0	0	0	0	0	0	0
- TOTAL	1	1	0	0	0	0	0	0	0	0	0
KNOX	2	0	1	1	0	0	0	0	0	1	5
LEE	2	0	1	0	0	0	0	0	0	1	1
MEADE - HQ 1ST USA	2	1	0	0	0	0	0	0	2	0	0
- REM	6	1	0	0	0	0	0	0	10	0	4
- TOTAL	8	2	0	0	0	0	0	0	12	0	4
MONROE - CONARC	0	0	0	0	0	0	0	2	1	0	0
- REM	0	0	5	4	1	0	2	0	0	0	0
- TOTAL	0	0	5	4	1	0	2	2	1	0	0
TOTAL	35	14	9	5	2	0	12	3	16	8	31

AMABA Form 26
OCT 70

CIVILIAN PERSONNEL REPORT RCS CSGPA- 549 (R3) WORKSHEET

3 QTR FY 77	96	97	98	99	100	101	103	104	105	106	107
BELVOIR - MERDC	0	0	0	2	22.0	3638	0	167	0	1	0
- CDC	0	0	0	0	7.0	1100	0	0	0	0	0
- NVL	0	0	0	0	6.0	1093	0	0	0	0	0
- REM	0	0	0	0	46.0	8071	34	983	1044	5	0
- TOTAL	0	0	0	2	81.0	13902	34	1150	1044	6	0
CARLISLE BKS	0	0	0	1	8.0	1235	4	116	8	3	1
DEVENS - ART	0	0	0	2	3.4	1428	0	112	327	3	2
- REM	2	0	0	3	16.0	5335	15	472	484	3	3
- TOTAL	2	0	0	5	19.4	6763	15	584	816	6	5
DIX	2	0	0	0	35.5	8650	10	1019	1247	4	2
EUSTIS - AVL	0	0	0	0	3.0	807	4	13	145	1	1
- REM	2	0	1	4	35.8	9784	25	908	197	7	5
- TOTAL	2	0	1	4	38.8	10591	29	921	342	8	6
HAMILTON - ART	0	0	0	0	4.5	1756	0	85	257	1	0
- REM	0	0	0	1	21.5	5128	10	417	453	4	2
- TOTAL	0	0	0	1	26.0	6884	10	502	810	5	2
HAYES - ART	2	2	0	0	11.6	2285	0	256	379	3	1
- REM	0	0	0	6	4.6	1080	0	0	26	1	0
- TOTAL	2	2	0	6	16.2	3365	0	256	405	4	1
HOLABIRD - INTEL C											
- AG PUB											
- REM											
- TOTAL	0	0	0	8	5.0	1974	0	155	118	1	0
IGNR - ART	2	0	0	1	16.6	2770	0	213	260	2	0
- REM	0	0	0	1	9.9	2592	3	68	8	2	1
- TOTAL	2	0	0	2	26.5	5362	3	281	268	4	1
KNOX	3	0	0	1	48.9	16581	12	1942	1028	9	5
LEE	1	1	0	0	32.4	8727	17	800	1300	9	5
MEADE - HQ 1ST USA	2	0	0	0	13.1	4267	32	63	725	1	1
- REM	4	0	0	22	26.1	7744	0	750	610	4	3
- TOTAL	6	0	0	22	39.2	12011	32	813	1335	5	4
MONROE - CONARC	1	0	0	0	11.5	2641	20	21	778	2	0
- REM	0	0	0	0	11.5	2408	5	185	161	1	1
- TOTAL	1	0	0	0	23.0	5049	35	206	939	3	1
TOTAL	21	3	1	52	399.9	101,094	201	8745	9660	66	33

AHABA Form 26
OCT 70

CIVILIAN PERSONNEL REPORT RCS CSGPA- 549 (R3) WORKSHEET

3 QTR FY 72	108	109									
BELVOIR - MERDC	170	112									
- CDC	65	24									
- NVL	143	42									
- REM	239	225									
- TOTAL	617	403									
CARLISLE BKS	25	36									
DEVENS - ART	8	32									
- REM	6	0									
- TOTAL	14	32									
DIX	36	115									
EUSTIS - AVL	42	38									
- REM	158	127									
- TOTAL	200	165									
HAMILTON - ART	0	0									
- REM	4	9									
- TOTAL	4	9									
HAYES - ART	0	135									
- REM	0	0									
- TOTAL	0	135									
HOLABIRD - INTEL C											
- AG PUB											
- REM											
- TOTAL	8	29									
IGMR - ART	1	9									
- REM	1	8									
- TOTAL	2	17									
KNOX	50	179									
LEE	134	141									
MEADE - HQ 1ST USA	47	70									
- REM	34	53									
- TOTAL	81	123									
MONROE - CONARC	10	67									
- REM	130	92									
- TOTAL	140	159									
TOTAL	1316	1543									

AHABA Form 26
OCT 70

CIVILIAN PERSONNEL REPORT RCS CSGPA- 549 (R3) WORKSHEET

APPENDIX IV - REPORTS

1. Tab A reports are received at FUSA Civilian Personnel Staff Office or the reports are prepared by the FUSA Civilian Personnel staff office.

2. Basically, the reports received at FUSA have little management value with the exception of civilian personnel strength reports (CSGPA-1103) that are provided to FUSA by DA (these reports tend to be about 60 days old).

3. No individual report preparation requirement at FUSA could be determined. The total report preparation requirement at FUSA Civilian Personnel Office is about 3.81 man-years.

4. All differences between what Fort Lee and Fort Knox said was provided to FUSA and what FUSA said was provided by installations were resolved.

Tab
A - Reports Survey Form

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSPER
DIVISION Civilian Personnel
BRANCH
SECTION

DATE OF INTERVIEW 18 Apr 72

FUNCTIONAL AREA(S) Civilian Personnel

NAME OF INDIVIDUAL CONTACTED Mr. Morris

PHONE # 2979

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1.	Civ Welfare Fund Qtrly Fin	AAFCWF-9	X		Fund Custodian	AR 230-23	NO	NO	YES	Info Copy
2.	Post Rest. Financial	AAFCWF-10	X		Fund Custodian	AR 230-81-83	NO	NO	YES	Info Copy
3.	EEO Plans of Action	ATPER 1-90	X		EEO & CPO	CON Reg 690-1	NO	NO	YES	
4.	Civ Career Intern Status	ATPER-274	X		CPO	CON Reg 690-2	NO	NO	YES	All reports are required b higher Hqs (DA-CSC) and ar therefore unique since the
5.	Whitten Amend Report	CONG-1037			CPO	CPR 312-4	NO	NO	YES	required DA (in some cases gov't-wide). -- All are
6.	Civ Pers Prog Report (DA 1346)	CSGPA-549	X		CPO	CPR 200	NO	NO	YES	answered "YES" to the exte that basic data requires
7.	Emger Pers Prog Report (DA 1346)	CSGPA-554	X		CPO	CPR M 100	NO	NO	YES	analysis/evaluation and CG require additional data/in determined necessary
8.	Civ Pers Narrative Report	CSGPA-663	X		CPO	CPR 200	NO	NO	YES	
9.	Cmd Position Control	CSGPA-839	X		CPO	DA Ltr & CON Reg 600-4	NO	NO	YES	
10.	Dev of Occup Stds	CSGPA-958	X		CPO	CPR 501/502	NO	NO	YES	
11.	Eval of L/T Trg & Educ	CSGPA-976	X		CPO	DA Ltr 5/70	NO	NO	YES	
12.	Phase I CIVPERSINS	CSGPA-1103		X	CPO	DA Ltr 3/70	NO	NO	YES	
13.	Str & Util of USAR Tech	CSRES-95 (R4)	X		CPO	AR 680-350	NO	NO	YES	

CONUSA Survey (cont)

	(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition						Personnel			
	Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1.	(2)	NO	NO	NO	DA-CWF		Higher HQS				
2.	(2)	NO	NO	NO	DA-CWF		Higher HQS				
3.	Review & Approve	NO	NO	YES		ATPER-190	Higher HQS				Review, approve, and return to Instl
4.	(1) & (2)	YES	YES	NO	CONARC		Higher HQS				
5.	(1) & (2)	YES	YES	NO	DA-DCSPER		Higher HQS				
6.	(1) & (2)	YES	YES	NO	DA-DCSPER		Higher HQS				1A Consolidation
7.	NONE	YES	YES	NO	DA-DCSPER		Higher HQS				
8.	(1) & (2)	YES	YES	NO	DA-DCSPER		Higher HQS				1A Cons Report
9.	(1) & (2)	YES	YES	NO	CONARC		Higher HQS				1A Cons Report
10.	(1) & (2)	YES	YES	NO	DA-DCSPER		Higher HQS				1A Cons Report
11.	(1) & (2)	YES	YES	NO	DA-DCSPER		Higher HQS				
12.	(2)	YES	NO	NO	DA-DCSPER		Higher HQS				
13.	(1)		YES				Higher HQS				

CONUSA Survey (cont)

tional Area: Civilian Personnel

son Contacted: (r)
C. Little, CONARC Disposition
. 2439

N/A

N/A

N/A

N/A Analyze data, note trends, identify problem areas, take necessary action as appropriate. Retain at CONARC.

N/A

N/A

N/A

N/A

N/A

N/A

N/A

/A

A

N/A

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSPER
DIVISION Civilian Personnel
BRANCH
SECTION

DATE OF INTERVIEW 18 Apr 72

FUNCTIONAL AREA(S) Civilian Personnel

NAME OF INDIVIDUAL CONTACTED Mr. Morris

PHONE # 2979

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
14. Career Prog Intake	DD-M(A) 726	X		CPO	CON 600-4	No	No	Yes	
15. IA Prog Annual Report	DD-M(A) 786	X		CPO	AR 672-20	No	No	Yes	
16. Inst Closings and Reductions	DD-M(M) 1063	X		CPO	CPR 300	No	No	Yes	
17. Empl & Earning by Inst	LABOR-1007	X		CPO	CPR 200	No	No	No	
18. Civ Pers by Basic Pay Rate	USCSC 1010	X		CPO	CPR 200	No	No	Yes	
19. Tng Req by GETA	USCSC-1038	X		CPO	DA ltr (yearly)	No	No	Yes	
? Appt of Mentally Retarded	USCSC-1054	X		CPO	DA ltr 12/69	No	No	Yes	
21. Empl Exp by Occupation	USCSC-1059	X		CPO	DA ltr (yearly)	No	No	Yes	
22. Status of Women	USCSC-1064	X		CPO	DA ltr 12/67	No	No	Yes	
23. Co-op Education Program	USCSC-1079	X		CPO	DA ltr (yearly)	No	No	Yes	
24. Enrollees in Educ & Econ O Prog	USCSC-1078	X		CPO	CPR 200	No	No	Yes	

B-IV-A-4

CONUSA Survey (cont)

	(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition						Personnel			
	Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
14.	(2)	Yes	Yes	No	CONARC		Higher HQS				
15.	(1) & (2)	Yes	Yes	No	DA-DCSPER		Higher HQS				1A Cons Report
16.	(2)	Yes	No	No	DA-DCSPER		Higher HQS				
17.	(1)	No	No	No			Dept of Labor				Info copy only
	(1) & (2)	Yes	Yes	No	DA-DCSPER		Higher HQS				1A Cons Report
19.	(1) & (2)	Yes	Yes	No	DA-DCSPER		Higher HQS				
20.	(1) & (2)	Yes	Yes	No	DA-DCSPER		Higher HQS				
21.	(1)	Yes	Yes	No	DA-DCSPER		Higher HQS				
22.	(2)	Yes	No	No	DA-DCSPER		Higher HQS				
23.	(1)	Yes	Yes	No	DA-DCSPER		Higher HQS				
24.	(1)	Yes	Yes	No	DA-DCSPER		Higher HQS				

CONUSA Survey (cont)

nctional Area: Civilian Personnel

rson Contacted: (r)

r. C. Little CONARC Disposition

xt. 2439

4. Check inputs for accuracy, resolve discrepancies, consolidate. Forward to DA-DCSPER

5. N/A

6. N/A

7. N/A

8. N/A

9. N/A

10. N/A

11. N/A

12. N/A

13. N/A

14. N/A

B-IV-A-7

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSPER
DIVISION Civilian Personnel
BRANCH
SECTION

DATE OF INTERVIEW 18 Apr 72

FUNCTIONAL AREA(S) Civilian Personnel

NAME OF INDIVIDUAL CONTACTED Mr. Morris

PHONE # 2979

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
25.	Minority Groups - NAF	USCSC-1082	X		CPO	DA ltr 11/69	No	No	Yes	
26.	Competitive Hiring Need	USCSC-1104	X		CPO	DA msg 4/68	No	No	Yes	
27.	Use of Paid Advertising	USCSC-1112	X		CPO	DA ltr (yearly)	No	No	Yes	
28.	Inv of Space Req - Exec Seminar	USCSC-1120	X		CPO	DA ltr (yearly)	No	No	Yes	
29.	Report on Vet's	USCSC-1134	X		CPO	DA ltr 7/71	No	No	Yes	
30.	Empl of Handicapped	USCSC-1138	X		CPO	CPO-6 10/70	No	No	Yes	
31.	Prog on Empl of Viet Vets	USCSC-1147	X		CPO	CSC BULL 307-6	No	No	Yes	
32.	Positions in PL 313-GS-16 up	DD-MP+R(Q)	X		1st Army	DA ltr (A/R)	No	No	Yes	
33.	Appeal under 711 CSC Reg	USCSC-1058	X		CPO	CSC BULL 772-19	No	No	Yes	
34.	Temp Summer Empl	USCSC-1144	X		CPO	CPR 300	No	No	Yes	
35.	Empl of Experts/Consultants	USCSC-1121			CPO	CPR 300	No	No	Yes	
36.	NAF Employment	AG-595	X		CPO	AR 232-2	No	No	Yes	
37.	Listing of Recognitions/ Agreements	USCSC-1139	X		CPO	FPM 713	No	No	Yes	

B-IV-A-7

CONUSA Survey (cont)

	(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition						Personnel			
	Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
25.	(1) & (2)	Yes	Yes	No	DA-DCSPER		Higher HQS				
26.	(1)	Yes	Yes	No	DA-DCSPER		Higher HQS				
27.	(1) & (2)	Yes	Yes	No	DA-DCSPER		Higher HQS				
28.	(1)	Yes	Yes	No	DA-DCSPER		Higher HQS				
	(1)	Yes	Yes	No	DA-DCSPER		Higher HQS				
30.	(1)	Yes	Yes	No	DA-DCSPER		Higher HQS				
31.	(1)	Yes	Yes	No	DA-DCSPER		Higher HQS				
32.		Yes	Yes	No	DA-DCSPER		Higher HQS				
33.	(2)	Yes	No	No	DA-DCSPER		Higher HQS				
34.	(1)	Yes	Yes	No	DA-DCSPER		Higher HQS				
35.	(1)	Yes	Yes	No	DA-DCSPER		Higher HQS				
36.	(1)	Yes	Yes	No	DA-DCSPER		Higher HQS				
	(1) & (2)	Yes	Yes	No	DA-DCSPER		Higher HQS				
38	~~(1) & (2)~~	~~Yes~~	~~Yes~~	~~No~~	~~DA-DCSPER~~		~~Higher HQS~~				

B-IV-A-8

CONUSA Survey (cont)

Functional Area: Civilian Personnel

Person Contacted: (r)
Mr. C. Little CONARC Disposition
Ext. 2439

25. N/A

6. N/A

7. N/A

8. N/A

9. N/A

0. N/A

1. N/A

. N/A

N/A

. N/A

35. N/A

36. N/A

7. N/A

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSPER
DIVISION Civilian Personnel
BRANCH
SECTION

DATE OF INTERVIEW 18 Apr 72

FUNCTIONAL AREA(S) Civilian Personnel

NAME OF INDIVIDUAL CONTACTED Mr. Morris

PHONE # 2979

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
38.	Drug Abuse/Alcohol Rct	NONE	X		CPO	1A Ltr	YES	NO	YES	
39.	USAR Tech Strength	NONE	X		CPO	Verbal	YES*	YES*	YES	*This report originated from verbal request by CONARC. However, FUSA asks for information in addition to that required by CONARC.
40.	Data on Career Interns	NONE	X		CPO	Verbal	YES	NO	YES	

NOTE: (1) Check imput for accuracy, resolve discrepancies, consolidate and forward.
(2) Analyze Data - Note Trends - Identify Problem Areas - Take necessary action as appropriate.

B-IV-A-10

AD-A047 031 OFFICE OF THE CHIEF OF STAFF (ARMY) WASHINGTON DC MA--ETC F/G 15/5
FUNCTIONAL STUDY OF CONUSA (CONTINENTAL U.S. ARMY) MANAGEMENT.(U)
MAY 72

UNCLASSIFIED

3 OF 20
AD
A047031

CONUSA Survey (cont)

	(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition							Personnel		
	Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
38.	(1) & (2)	NO	NO	YES			CONARC				
39.	(1)	YES	YES	NO	CONARC		CONARC				1A Cons Report
40.	(1) & (2)	YES	YES	NO	CONARC		CONARC				
									3.81	manyears	

CONUSA Survey (cont)
nctional Area: Civilian Personnel

rson Contacted: (r)
. C. Little CONARC Disposition
t. 2439

3. N/A

. Check input for accuracy, resolve discrepancies, consolidate. Forward to DA-OCAR

. N/A

APPENDIX V - VERIFICATION OF FORMS B AND C

1. The following paragraphs address only the difference between Form B and Form C. The EEA questions are at Tab A. The civilian personnel alternative that addresses installation information flow to the Force and D&T Command HQ (Forms B & C) is at Tab B. The civilian personnel alternative that addresses installation information flow to DA is at Tab C. A comparative analyses of the two alternatives and CONUSA study impact is at Tab D.

2. Based on the CONUSA survey the only Army area CPO identified was in Columbus, Ohio. Under either alternative the Columbus CPO is eliminated as an independent entity but will conditionally remain as a Fort Knox CPO representative. Because of the abnormal survey population of the Columbus CPO no attempt should be made to account for Fort Knox/Columbus, Ohio space saving at this time.

3. A primary benefit of the CONUSA survey was to clarify staff responsibilities that will occur at Force and D&T Command HQ. The following paragraphs address potential space savings of the reorganization:

a. Facts bearing on the conclusion.

(1) All CONUSA civilian staff functions will be transferred to Force and D&T Command HQ except reports consolidation.

(2) Reports consolidation at FUSA requires approximately four man-years. This function will be transferred to Force/D&T Command or DA depending on the selected alternative.

(3) CONUSA civilian personnel staffs currently have the following number of employees:

(a)	CONARC HQ	6
(b)	FUSA	16
(c)	Third Army	18
(d)	Fifth Army	18
(e)	Sixth Army	9
(f)	TOTAL	67

(These figures are further broken out in Tab D to Appendix I.)

(4) FUSA currently controls 13 CPO with its staff of 16 personnel. Using that staff as representative, the following calculations derive:

Total staff to service 13 CPO	16.0
Less the reports function	- 3.8
	12.2
Less the division headquarters staff (Director, Deputy, Secretary)	- 3.0
	9.2

192

Civilian employees serviced by FUSA CPO = 31125

31125 ÷ 9.2 = (one staff Civilian Personnel function employee for each 3458 employees serviced by FUSA CPO, less reports function and Director/Deputy/Secretary).

BASED ON THAT RATIO:

FUSA	Third Army (24856 employees)	Fifth Army (27681 employees)	Sixth Army (13654 employees)
9.2	7.35	8.18	4.04

TOTAL OF THE ABOVE	29
*Plus reports personnel (1 for ea 3.4 reporting CPO)	= +12 / 41
Plus headquarters staffs for two new commands (2 ea Director, Deputy, Secretary)	+ 6 / 47
Plus total staff personnel at area commands	+ 8
Plus allowance for abolixhment of CONARC, to compenstae for resource allocation and associated functions at new Major Command	+ 2
TOTAL UNDER REORGANIZATION	57

b. Conclusion:

(1) Total Force and D&T Command CIVILIAN PERSONNEL STAFF (Minus report preparation/processing)	37
(2) Reports staff (Based on 40 reporting installations, CPO and servicing CPO)	12

(This staff would go to DA or to Force and D&T Commands.)

(3) Total Area Command (3) civilian personnel staff	8
(4) Total	57

c. Savings

(1) Staff currently required	67
(2) Approximate staff required under reorganization	57
(3) Approximate number savings	10
(4) Per cent reduction approximate	15%

d. This would have to be validated based on a manpower survey.

*If figure 3.8 employees on reports for 13 installations (the FUSA estimate) then 13 ÷ 3.8 = 3.4 installations per employee; with 40 reporting installations, 40 ÷ 3.4 = 12 employees for reports.

113

Tabs
A - Essential Elements of Analysis Questions
B - Alternative I, Forms B and C
C - Alternative II, Forms B and C
D - Comparative Analysis

194

ESSENTIAL ELEMENTS OF ANALYSIS (EEA)

Insofar as possible, each Essential Element of Analysis (EEA) will be answered by addressing the who, what, when, where, why and how, as applicable. Further, specific questions in relation to the EEA should be answered as indicated. Even in those cases where a particular EEA does not apply, the reason(s) must be stated. If the answer to EEA One (1) below is No, explain and do not address the remaining EEA.

The following EEA will be addressed as a minimum:

1. Is the alternative capable of being implemented within two (2) years from 1 July 1972? (Yes, No) Explain.

2. Does the alternative cost significantly more to implement and sustain than in the current Army organization? (Yes, No) Explain.

3. Does the alternative support the reduction of management echelons between DA and the major operating forces and installations in the Continental United States? (Yes, No, N/A) Explain.

4. Does the alternative insure no separation of mission and resources? (Yes, No, N/A) Explain.

5. Does the alternative simplify the experimentation process? (Yes, No, N/A) Explain.

6. Will the alternative increase the readiness of deployable forces? (Increase, Decrease, N/A) Explain.

7. Will the alternative maximize the utilization of personnel assigned to schools in the doctrine developments process? (Yes, No, N/A) Explain.

8. Does the alternative increase the emphasis on the effectiveness of individual training? (Increase, Decrease, N/A) Explain.

9. Will the alternative reduce the ratio of personnel assigned to headquarters and administrative activities to personnel assigned to deployable forces? (Yes, No, N/A) Explain. (Ratio of tooth to tail)

10. Does the alternative reduce the number of different major missions (readiness or training) for which the installation commander is responsible? (Yes, No, N/A) Explain.

11. Is the alternative compatible with soon-to-be implemented Army standard multi-command systems

12. Is the alternative of an interim nature, that is, is there something (system) under development that will supersede the alternative in the foreseeable future? (Yes, No) Explain.

13. Is the alternative compatible with other functional area proposals or does it create a conflict? (Yes, No, N/A) Explain.

14. Does the alternative conflict with any of the reorganization assumptions? (Yes, No) Explain.

15. Does the alternative provide for the functional information needs of the installation commander? (Yes, No, N/A) Explain.

16. Does the alternative minimize organizational turbulence at the installation level? (Yes, No, N/A) Explain.

17. Will the alternative reduce the number of headquarters through which reports flow? (Yes, No, N/A) Explain.

18. Will the alternative result in an increase/decrease in the time lapse for applicable reports to pass from originator to destination? (Yes, No, N/A) In either case--

a. Identify time required now.

b. Explain increase/decrease in terms of efficiency.

19. Will the alternative result in an increase/decrease in the number of reports required compared to the present (status quo)?

a. How many reports now?

b. Number required under alternative.

c. Why?

d. How?

20. Does the alternative satisfy existing/proposed policies/procedures or regulatory/statutory requirements? (Yes, No, N/A) In any case--

a. Explain.

b. Specifically address required regulatory or statutory changes.

The EEA outlined above will be addressed for each subfunction (e.g., transportation, supply, maintenance, etc., within logistics) and reflected in the sequence shown (i.e., 1 thru 20). That is, the alternative dealing with transportation as a subfunction of logistics will consider all twenty essential elements of analysis.

The above Essential Elements of Analysis may be incomplete, Other EEA that are isolated during the analysis process should be surfaced with the Team Chief for incorporation in the list.

FORM B

I, II, III ORGANIZATIONS

A. Hardware Resources. No change. Automated aspects of civilian personnel administration are minor and would not change.

B. Communications Resources. No impact.

C. Manpower Changes.

1. Organization affected:

CONUSA and Area CPOs.

2. Type of manpower changes required:

Consolidation of civilian personnel functions on a geographical basis.

3. Reasons for manpower changes:

Elimination of CONUSA and Area CPO requires that installation furnish such support on a geographical basis.

4. Approximate total number of manpower spaces affected by the changes:

Amount not identifiable (decrease).

5. Type of manpower spaces affected by the change:

Civilian TD spaces.

ID: IIG1BX01TI1
NAME: FORCE AND D&T CIVILIAN PERSONNEL SUPPORT WITH MINIMUM IMPACT

FORM C

FLOW OF CIVILIAN PERSONNEL UNDER REORGANIZATION
ALTERNATIVE 1 - FORCE AND D&T COMMAND CIVILIAN PERSONNEL SUPPORT
WITH MINIMUM IMPACT

A. ESSENTIAL ELEMENTS OF ANALYSIS:

(1) Yes. To implement this alternative, three actions will have to be initiated:

(a) Geographic installation civilian support areas will have to be defined and uniform support agreements will have to be developed. The possible support exception may be position and pay management. To maintain standard job classification for AFEES, recruiting main stations, USAR centers, area commands and ROTC activities, it may be desirable to retain the position and pay management function at the appropriate command headquarters.

(b) CONUSA and area CPO within the geographic area of the installation will have to be identified and eliminated. Under this concept, it may be advantageous to establish geographical area "1" man sub-CPO. The responsibility of the installation sub-CPO is to provide units with technical information, maintain civilian 201 Files and forward requests for personnel actions to the Installation CPO.

(c) Installation CPO staffs may have to be augmented to accommodate additional area civilian personnel. There may be a net savings due to the elimination of some present area CPO.

(d) (Optional) This alternative has an inherent subalternative that eliminates the Corps of Engineers CPO.

(2) No. This alternative would cost less than the current Army organization because of the reduced number of CPO.

(3) Yes. Guidance flowing to the installation from D&T and Force Commands would require one less management echelon. In addition, report information would flow to one less management echelon.

(4) Yes. Civilian resources would be directly controlled by the installation commander.

(5) N/A. Not related to this function.

(6) N/A. No impact. Deployable forces do not have civilians.

(7) N/A. No impact. School civilian employees and doctrine development civilian employees currently are serviced by the Installation CPO.

ID: IIG1BX01TI1
NAME: FORCE AND D&T COMMAND CIVILIAN PERSONNEL SUPPORT WITH MINIMUM IMPACT

(8) N/A. No impact. Civilian individual training is currently scheduled by the servicing CPO.

(9) N/A. No impact unless TDA military are replaced by civilian employees.

(10) N/A. No impact. The installation commanders currently have a CPO.

(11) Yes. Civilian authorizations will have to be provided to the installation commander and installation CPO by VTAADS.

(12) No. The Civil Service Commission will not authorize civilian personnel systems development at this time.

(13) Yes. The CPO operates independently of all other installation functions except civilian pay. The civilian pay function should be geographically located in the vicinity of the installation CPO.

(14) No. The installation CPO currently provides the same services to installation units, installation tenants and area units. Under this alternative, all external report information, except CIVPERSINS, would be provided to higher HQ. Command HQ would prepare consolidated reports and would distribute the report information to the Civil Service Commission and DA. The installation CPO would continue to send CIVPERSINS report information for all units to DA. DA would continue to distribute CIVPERSINS report information to major command HQ.

(15) Yes. The installation commander will have available information on all civilians serviced by the installation CPO.

(16) Yes. This alternative minimizes organizational turbulence at the installation level.

(17) Yes. Reports will flow directly to D&T, Force and other major command headquarters as opposed to the CONUSA and CONARC.

(18) Decrease.

(a) "Time required now" outside the installation can only be discussed in relative terms because the CONUSA Study has not been completed. Time required for report preparation at the installation level should not be affected.

(b) Efficiency at the installation should not be materially affected.

(19) Increase. The total number of different reports will not be significantly affected but the total number of reports will increase because similar reports will be furnished to the Force and D&T Command in lieu of one CONUSA.

ID: IIG1BX01TI1
NAME: FORCE AND D&T COMMAND CIVILIAN PERSONNEL SUPPORT WITH MINIMUM IMPACT

(a) 55 unique reports to meet command requirements and installation requirements.

(b) 53 reports are required under this alternative.

(c) Two reports are required by CONUSA and may be cancelled.

(d) Reports will continue to be generated manually and will serve the needs of the installation commander and his CPO as well as higher levels to include the Civil Service Commission.

(20) Yes.

(a) The CPO responsibilities are dictated by Civil Service Commission and HQ DA.

(b) There are no known major regulatory changes required due to the reorganization decision. Word changes and organization title description naturally must be accommodated.

B. ADVANTAGES:

(1) This alternative minimizes the impact of reorganization.

(2) Essentially the same flow of report information is maintained. Under this alternative, CONARC and CONUSA are replaced by Force and D&T Command management echelons.

(3) This alternative is not dependent upon command channels.

(4) This alternative should minimize the number of CPO required to service civilian personnel in any given geographical area.

(5) One command staff civilian personnel management level is eliminated.

C. DISADVANTAGES:

(1) The CPO is required to prepare report information for Force and D&T Command headquarters as opposed to one CONUSA.

(2) Internal civilian files must be maintained in such a way that a distinction can be made between Force Command and D&T Command civilian employees.

D. CONCLUSIONS:

(1) This alternative is applicable to all three type organizational concepts.

(2) This alternative is the preferred alternative because it minimized the degree of change required under the reorganization.

ID: IIG1BX01T11
NAME: FORCE AND D&T COMMAND CIVILIAN PERSONNEL SUPPORT WITH MINIMUM IMPACT

(3) Currently the installation CPO provides civilian personnel support to the USAF and USN installation tenants. If the installation CPO can support Air Force and Navy civilian personnel, it would appear that the installation CPO could support all Army civilian employees located in a geographic area, including Corps of Engineer civilians.

ID: IIG1BX01T11
NAME: FORCE AND D&T COMMAND CIVILIAN PERSONNEL SUPPORT WITH MINIMUM IMPACT

FORM B

TYPE I, II, III ORGANIZATIONS

A. Hardware Resources. No change. Automated aspects of civilian personnel administration are minor and would not change.

B. Communications Resources. No change. There are no communications requirements identified in this ID.

C. Manpower Changes.

1. Organization affected:

DA-CONUS-Installation.

2. Type of manpower changes required:

Increased manpower requirement at installation and DA level.
Reduction in manpower at CONUSA.

3. Reasons for manpower changes:

Installation CPOs will assume increased area responsibilities.
CONUSA CPOs will be eliminated and workload at DA will increase.

4. Approximate total number of manpower spaces affected by the changes:

CONUSA (decrease)
Installation (increase)
Net manpower requirements are not known.

5. Type of manpower *spaces affected* by the change:

Civilian - TD spaces.

ID: IIG1BX01TI2
NAME: FORCE & D&T COMMAND CIVILIAN PERSONNEL SUPPORT WITH MAXIMUM CHANGES

FORM C

FLOW OF CIVILIAN PERSONNEL UNDER REORGANIZATION
ALTERNATIVE 2 - FORCE AND D&T COMMAND CIVILIAN PERSONNEL SUPPORT
WITH MAXIMUM CHANGES

A. ESSENTIAL ELEMENTS OF ANALYSIS:

(1) Yes. To implement this alternative, four actions will have to be initiated.

(a) Geographic installation civilian support areas will have to be defined and uniform support agreements will have to be developed. The possible support exception may be position and pay management. To maintain standard job calssification, District Engineer activities, AFEES, Recruiting main stations, USAR centers, area commands and ROTC activities, it may be desirable to retain the position and pay management function at the appropriate command headquarters.

(b) Corps of Engineers and CONUSA area CPOs within the geographic area of the installation will have to be identified and eliminated. Under this concept it may be advantageous to establish geographical area "1" man sub CPOs. The responsibility of the installation sub CPO is to provide units technical information, maintain civilian 201 files and forward requests for personnel action to the installation CPO.

(c) DA DCSPER civilian personnel directorate staff will have to be increased to accommodate receipt of civilian personnel reports transmitted directly from all installations.

(d) Installation CPO staffs may have to be augmented to accommodate additional area civilian personnel. There may be a net savings due to the elimination of some present area CPOs.

(2) No. This alternative would cost less than the current Army organization because of the reduced number of CPOs. However, more employees must be added at the DA DCSPER level.

(3) Yes. Guidance flowing to the installation from D&T and Force Commands would require one less management echelon and all report information would flow directly to HQ DA.

(4) Yes. Civilian resources would be directly controlled by the installation commander.

(5) N/A. Not relatable to this function.

(6) N/A. No impact. Deployable forces do not have civilians.

ID: IIG1BX01TI2
NAME: FORCE AND D&T COMMAND CIVILIAN PERSONNEL SUPPORT WITH MAXIMUM CHANGES

(7) N/A. No impact. School civilian employees and doctrine development civilian employees currently are serviced by the installation CPO.

(8) N/A. No impact. Civilian individual training is currently scheduled by the servicing CPO.

(9) N/A. No impact unless TDA military are replaced by civilian employees.

(10) N/A. No impact. The installation commanders currently have a CPO.

(11) Yes. Civilian authorizations will have to be provided to the installation commander and installation CPO by VTAADS.

(12) No. The Civil Service Commission will not authorize civilian personnel systems development at this time.

(13) Yes. The CPO operates independently of all other installation functions except civilian pay and EEO. The civilian pay function and Equal Opportunity Officer should be geographically located in the vicinity of the installation CPO.

(14) No. The installation CPO currently provides the same services to installation units, installation tenants and area units. Under this alternative, all external report information would be provided to DA. DA would prepare consolidated reports and would distribute report information to the Civil Service Commission and Force and D&T Command headquarters. Force Command would distribute required report information to area headquarters.

(15) Yes. The installation commander will have available information on all civilians serviced by the installation CPO.

(16) Yes. This alternative minimizes organizational turbulence at the installation level.

(17) Yes. The information would flow directly to HQ DA from installation.

(18) Decrease. In general the report destination is DA or Civil Service Commission. Information flowing directly to DA would minimize the time required for information flow.

(a) "Time required now" cannot be addressed outside the installation until the CONUSA is surveyed.

(b) Efficiency at the installation should not be materially affected.

ID: IIG1BX02T12
NAME: FORCE AND D&T COMMAND CIVILIAN PERSONNEL SUPPORT WITH MAXIMUM CHANGES

(19) Decrease: (Under this direct reporting alternative, reports are furnished to D&T and Force Command by DA and not by the installation CPO.)

(a) 55.

(b) 53.

(c) Two reports are required by the CONUSA and may be cancelled.

(d) Reports will continue to be generated manually and will serve the needs of the installation commander as well as higher headquarters to include the Civil Service Commission.

(20) Yes.

(a) CPO requirements are normally generated by DA or Civil Service Commission.

(b) Direct reporting will require a complete review of all existing civilian personnel regulations to identify those manual actions and functions which must be redirected through new channels. This review must be accomplished by the Director of Civilian Personnel DA, DCSPER.

B. ADVANTAGES:

(1) All report information will flow directly to DA.

(2) Two echelons would be eliminated in the report flow.

(3) This alternative is not dependent upon command channels.

(4) This alternative should minimize the number of CPOs required to service civilian personnel in any given geographical area.

(5) Responsibility for report preparation and consolidation would be eliminated at Force and D&T Command headquarters because reports ould flow directly from installation to DA.

(6) All Army civilian employees in a geographic area are serviced by one CPO.

C. DISADVANTAGES:

(1) DA DCSPER will require additional civilian employees to prepare consolidated report information. Consolidated reports will have to be provided to Force and D&T Commands because information is provided directly to DA from installation level.

(2) Force and D&T Command information will not be as timely as Alternative 1 (reference IIG1BX01TI1).

ID: IIG1BX02TI2
NAME: FORCE AND D&T COMMAND CIVILIAN PERSONNEL SUPPORT WITH MAXIMUM CHANGES

D. CONCLUSIONS:

(1) This alternative is applicable to all three types of organizational concepts.

(2) This alternative will require additional personnel at HQ DA.

(3) This alternative eliminates the maximum number of civilian personnel offices.

(4) Force and D&T Command civilian report information will be delayed because the information must be provided to these commands. by HQ DA.

ID: IIG1BX02TI2
NAME: FORCE AND D&T COMMAND CIVILIAN PERSONNEL SUPPORT WITH MAXIMUM CHANGES

ALTERNATIVE			CONUSA STUDY IMPACT
	TI1	TI2	
Form B			
A.	No change	No change	No impact
B.	No change	No change	No impact
C.			
1.	CONUSA/CONARC	DA/CONARC/CONUSA Installation	Area CPO affected is Columbus OH. During the survey it was determined that the IGMR CPO was a Class I installation CPO and therefore would not be affected
2.	Decrease (Abolish CONARC/CONUSA	Increase at Installation and DA. Decrease (Abolish) CONARC/ CONUSA	Specifically under either alt. Ft Knox will increase; Columbus OH will decrease and total civilian personnel staff will decrease
3.	Elimination of CONUSA/CONARC	Reports go to DA. Instl service more personnel	Area CPO affected is Columbus, OH
4.	Not identified (decrease)	CONUSA (decrease) Installation (increase)	Net change is approx -20% decrease under alternative TI1. See ANX B summary and summary to this Appendix. This must be validated by manpower survey. Savings not identifiable under TI2.
5.	Civ TD spaces	Civ TD spaces	No impact
Form A			
(1)	Yes	Yes	Area CPO identified is Columbus, OH
(2)	No	No	No impact
(3)	Yes	Yes	No impact
(4)	Yes	Yes	No impact
(5)	N/A	N/A	No impact
(6)	N/A	N/A	No impact
(7)	N/A	N/A	No impact
(8)	N/A	N/A	No impact
(9)	N/A	N/A	No impact
(10)	N/A	N/A	No impact
(11)	Yes	Yes	No impact
(12)	No	No	No impact
(13)	Yes	Yes	No impact
(14)	No	No	No impact
(15)	Yes	Yes	No impact
(16)	Yes	Yes	No impact

	ALTERNATIVE		CONUSA STUDY IMPACT
	TI1	TI2	
(17)	Yes	Yes	No impact
(18)	Decrease	Decrease	Time currently required for installation Civ personnel info to be received at CONUSA is 60 to 90 days.
(19)	Increase	Decrease	No impact
(20)	Yes	Yes	No impact
B.	Advantages	Advantages	TI1 no impact. TI2 one echelon eliminated rather than 2 as shown in Form C. (No CONARC report involvement.)
C.	Disadvantages	Disadvantages	No impact
D.	Conclusion	Conclusion	No impact

ANNEX C - OTHER DCSPER ACTIVITIES

1. Functions.

a. The functions of "Other DCSPER Activities" are found in the following categories:

(1) Modern Volunteer Army (MVA) and Services (including Army Community Services).

(2) Special Services Activities and Nonappropriated Funding (NAF).

(3) Drug and Alcohol Control and Equal Employment Opportunity (EEO).

(4) Safety.

(5) Education.

b. The MVA Office at the CONUSA coordinates and monitors MVA/VOLAR activities within the Army area with primary orientation toward the two VOLAR test posts within FUSA. The Army Community Services (ACS) activities at FUSA were also surveyed to determine the interface between that office and counterparts, both below and above, in the chain of command. Again, a montoring and coordinating activity was determined to be the mode rather than actions oriented toward operational activities.

c. The areas of Special Services and Nonappropriated Funding were recognized as areas of potential criticality at installation level due to rapidly declining resources (both personnel and funds). The FUSA Special Services Officer primarily operates as a programer of intra-Army sports competition and designation of host installations. DA regulations are used to set the policies of this office with supplements to those regulations prepared to fit any unique needs of FUSA. The NAF Office has developed into an accounting control function in that all disbursal of funds to installations is now accomplished directly from DA.

d. Counter to the procedures found at installation level, the Drug/Alcohol Control Program at FUSA is primarily a function of the MEDDAC. The DCSPER has been designated as the General Staff Agency of cognizance, but current activities are limited to keeping abreast of MEDDAC activities in this functional area. The EEO at FUSA is active to include development of racial harmony guidance to the field and the current development of a Human Actions Program which will provide insight into all aspects of major programs which affect the soldier-racial harmony, drug problems, domestic actions, project transition, etc.

e. The Safety Program is a coordinating and consolidating function to funnel data to higher headquarters and acts as an office of determination as to what is reportable and chargeable in the Safety/Accident field.

f. The Education Office serves to implement the task assigned the FUSA CG to provide education services to all Active Army personnel

within the geographical boundaries of his Army area. This office also provides the direction for Project Transition within FUSA.

2. Findings.

a. The analysis performed in the functional portions of "Other DCSPER Activities" enables a judgment on validation of Forms B and C of the final installation report. It can be stated that the conclusions and recommendations of the installation report remain valid. There will be minimal staffing within some functional areas at Area Commands to achieve proper control and provision for selected services. However, the consolidation which will occur at Major Command level will achieve the reductions of resource requirements anticipated in the installation report.

b. Certain functional areas have been found to lend themselves to a direct DA to installation management control, which will result in substantial savings in both resource requirements and time required to achieve final action or approval.

Appendices

I - Modern Volunteer Army (MVA) and Services, ACS
II - Special Services and Nonappropriated Funds (NAF)
III - Drug Alcohol Control and Equal Employment
IV - Safety
V - Education

210

APPENDIX I - MODERN VOLUNTEER ARMY AND SERVICES

1. CONUSA Role.

a. The Modern Volunteer Army (MVA) Office at FUSA performs a monitoring and coordinating function which serves mainly to keep the Army CG informed of these activities within his command. The same is true of the staff supervision of such services as the Army Community Services (ACS) Program.

b. MVA activities in relation to installations include staff visits to obtain ideas and pass them along to other Army installations in separate visits or by monthly conferences held for FUSA MVA representatives. The FUSA MVA office interface with installation level also includes the allocation of any future "lump" sum funds for MVA projects and the monitorship of installation commander transfer of funds within his own projects (within already established budget limits). The FUSA MVA Office acts as liaison between the installation and higher headquarters.

c. FUSA acts as focal point for CONARC MVA - orients questions and forwards requests for approval of new projects to CONARC for resolution.

d. In addition to its position in the chain of command from DA to the installation, FUSA processes requests to DA for approval of projects which would require changes to existing Army regulations and those which would require procurement of PEMA (Procurement Equipment and Missiles, Army) items.

e. The ACS Office at FUSA is installation oriented. Comments to CONARC Manpower Surveys prior to implementation are the single overt act taken in this function above FUSA level. Otherwise, the office may assist installations on budget preparation and pass information and guidance which has been obtained from other installations and higher headquarters to the appropriate installation.

2. The offices of MVA and ACS at FUSA perform as nonoperational members of the chain of command. The MVA activity (although VOLAR test completion is scheduled for 30 June 72) should continue at Major Command level as long as the DA SAMVA office exists. ACS activities should be responsible to installation commanders, solely, with the flow of information and guidance required coming direct from DA.

Tabs
A - Reports Collection Form
B - Functions Survey Form
C - Reports Collection Form
D - Functions Survey Form

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSPER
DIVISION PPOD
BRANCH MVA
SECTION

DATE OF INTERVIEW 18 Apr 72

FUNCTIONAL AREA(S) Pers, log, budgetg tng, IO,

NAME OF INDIVIDUAL CONTACTED LTC SMALLWOOD

PHONE # 677-7635/7619

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
MVA QUARTERLY COMMAND REPORT	none	X		MVA OFFICE	CONARC PROGRAM FOR THE MVA(ANNEX I)	NO	NO	NO	CSA REQUIREMENT
VOLAR INSTALLATION SEMIANNUAL EVALUATION REPORT	none	X		MVA/VOLAR Office	CONARC PROGRAM FOR THE MVA (ANNEX A)	NO	NO	NO	CSA REQUIREMENT

C-1-A

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
Determine progress of program	Yes	YES	Yes	NA	NA	NA	4	0	3	FUSA consolidates installation reports. No change to installation input.
Determine progress of VOLAR Experiment	Yes	NO	No	CONARC	NA	NA	2	0	1	VOLAR installation initiated. FUSA forwards without change.

C-I-A-2

CONUSA Survey (cont)

(r) CONARC Disposition (MVA)	
Army reports used as basis for consolidated CONARC report to DA. CG CONARC letter has CONUSA input data as enclosures. VOLAR test completion end FY 72 and future status of DA-SAMVA office may negate need for reports.	
-do-	

C-I-A3

CONUSA SURVEY FORM

FUNCTIONAL AREA Modern Volunteer Army

POINT OF CONTACT LTC Smallwood

NAME OF OFFICE DCSPER-MVA

TELEPHONE 7619

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Modern Volunteer Army Projects	A, B, C D, F, G	2	0	1 - LTC 1 - O4 1 - Secy	3	1. VOLAR Eval Program - CONUSA responsibility (Project approval)
2. Budget	B, C, D	4	0	Fraction	4	2. Consolidation of install requests - Allocation DA approved funds to install - 1A staff paper

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSPER
DIVISION Personnel Services
BRANCH Services Br.
SECTION

DATE OF INTERVIEW 18 Apr 72

FUNCTIONAL AREA(S) Services

NAME OF INDIVIDUAL CONTACTED LTC Nee

PHONE # 2368

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1.	Absent Without Leave Reporting	AHABA-17(R1)	X		DPCA	1A Reg 630-1	YES	NO	YES	
2.	US Army Personnel Control Facilities Statistics	ATPER-271		X	PCF	CON Reg 600-2	NO	YES	NO	
3.	Army Community Service Program (DA 3063R)	CSGPA-885(R1)	X		DPCA	AR 680-1	NO	NO	NO	
4.	Bachelor Personnel Living Off-Post	CSGPA-1110	X		DPCA	AR 210-16	NO	NO	NO	
5.	Funeral Support (CON 467-R)	ATPER-216	X		DPCA	CON Ltr ATPER-PSD (SEE REMARKS	NO	YES	NO	

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1. CG's Briefing Monitor AWOL in FUSA Inst.	See Remarks	See Remarks	See Remarks	ATPER-PSD	See Remarks	AHABA-PSE	2	2	2	Portions of Report Furnished CONARC. Inf furnished installations upon request.
2. Info re Operation of PCF	Fwd from Instl. to CONARC	N/A	Not Retained	ATPER-PSD	N/A	N/A	2	2	2	
3. Rept of ACS Programs	Fwd fm FUSA to CONARC	N/A	Not Retained	ATPER-PSD	N/A	N/A	2	2	2	
4. Information	Fwd fr FUSA to CONARC	N/A	Not Retained	ATPER - PSD	N/A	N/A	2	2	2	
5. Consolidation & Info	Fwd fr FUSA to CONARC	Consolidated	Not Retained	ATPER-PSD	N/A	N/A	2	2	2	CON Msg 272236Z Mar 72 ATPER-PSD, rescind rpt but requires info be retained for one time rept if required.

C-I-C-2

CONUSA Survey (cont)

(r) CONARC Disposition (SERVICES)
1. Retained at CONARC. Used to provide status at the command to CG CONARC.
2. Retained at CONARC. Used to inform CG of statistics concerning Personnel Central Facility (PCF) and to provide data to PCF assistance team (comprised of represenatives of CONARC staff).
3. Statistical report. To become annual as of 1 Jul 72. Reports consolidated at CONARC for DA. Ideas extracted from Army reports to use as input to CONARC Pamphlet to "Spread the word."
4. Consolidated at CONARC - dispatched to DA DCSPER. Used to determine adequacy of BOQ space to plan MCA projects.
5. Retained at CONARC. Used to inform CG, CONARC of the magnitude of support required.

C-I-C-3

CONUSA SURVEY FORM

FUNCTIONAL AREA ACS

POINT OF CONTACT LTC Nee

NAME OF OFFICE Services Br, PSD, DCSPER

TELEPHONE 2368

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. ACS	C, D, E, G	1, 2	0	1	1	1. DA Reg & CONARC Pam provide overall guidance Installation cmdr has wide latitude dependent upon resources (people, primarily) as to how program functions at his installation. Some budget assistance now provided at CONUSA for installation COB requests.

APPENDIX II - SPECIAL SERVICES AND NONAPPROPRIATED FUNDS

1. CONUSA Role.

a. The FUSA Special Services Office has the major function of providing guidance to installations in the conduct of recreation and entertainment programs.

b. Specifically, the FUSA Office performs the scheduling function for all Army-wide sports championships (designation of host installations, dates of competition, and rules that apply) and will provide staff assistance, when required, to the host installations. Class II installations within the FUSA geographical area are included in competitions, although a lessor class may be designated for them.

c. Funding priorities are established at FUSA by monitoring installation budgets and attendance at FUSA Budget Execution Reviews (BER). This includes the associated subjects of personnel staffing, construction, and renovation of facilities.

d. There is no counterpart at CONARC for this FUSA function, therefore, the CONARC involvement with Special Services Activities is rare.

e. Policy and procedures are developed for FUSA using DA regulations as the basis for the policies. Supplements to DA regulations are prepared, as required, to fit the needs of FUSA.

2. Nonappropriated Funds.

a. The FUSA NAF Office acts as the clearing house and point of initial contact for installation needs within this function. Reception of grant requests, request for release of "due" funds, and the consolidation of installation strength reports (basis for troop divident payments) are the major tasks performed. Staff visits are accomplished to provide guidance and to share the expertise of the FUSA Office. Assistance is provided in development of Five-Year Plans by provision of criteria for requests and establishment of policy for desired programs. As a side task, the FUSA office for court claims connected with NAF activities.

b. There is no meaningful activity at CONARC level in NAF activities. Funding support is provided direct to installations from DA with the CONUSA acting as the accounting control between DA and the installation. Troop dividend payments are made IAW DA Circular 230-14 which provides a significant amount of that dividend to the major command (CONUSA in this case).

3. The two activities discussed here will not be degraded by reorganization. The guidance and assistance currently provided by the CONUSA in Special Services can properly be provided by the appropriate major command after reorganization. The functions of the CONUSA in Nonappropriated Funds can be assumed by DA in that the current system is inclined in that direction.

Tabs
A - Reports Collection Form
B - Functions Survey Form
C - Reports Collection Form
D - Functions Survey Form
E - Current NAF Procedures

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSPER
DIVISION Special Services
BRANCH
SECTION

DATE OF INTERVIEW 18 Apr 72

FUNCTIONAL AREA(S) Special Services

NAME OF INDIVIDUAL CONTACTED Mr. Oates

PHONE # 2365

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1.	Special Services Activity Report	AHABA-15 (R1)	X		Special Svcs Office	1A Reg 28-10	YES			Used as a Management tool
2.	Special Services Activity	AG-224 (R-2)	X		Special Svcs Office	AR 28-1	NO	NO	NO	
3.	Semi-Annual Domestic Action Activity Report	DD-M(SA) 1075	X		W/Domestic Action Project Officer - Office varies DPCA	CONARC Sup #1	NO	NO	NO	Semi-annual Progress Report o status of Program Accomplish-ments
4.	Army Champs Team Handball Program	AG-604 NONE	X		Special Svcs Office	1A Msg 171230 Feb 72	NO	NO	NO	Monthly Status of Team Handba Program for March, April, May
5.	Station Notification	AAFMPS-2	X		Theater Officer	Para 2-43 AR 28-63	YES	NO	NO	Use as management of Army Motion Pictures
6.	Weekly Financial Statements	AAFMPS-3	X		Theater Officer	Para 2-44 AR 28-63	YES	NO	NO	Use in financial management o Army Theaters
7.	Film Inspection Report	AAFMPS-4	X		Theater Officer	Para 2-17 AR 28-63	YES	NO	NO	Use in Theater Management
8.	Booking Notice and Attendance	AAFMPS-5	X		Theater Officer	Para 3-29 AR 28-63	YES	NO	NO	Use in Theater Management

C-II-A-1

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1. Supplementary		NO	CONUSA	N/A	Special Svcs Acct. Report	CONUSA	2	2	2	
2. Supplementary	DA	Consolidated		DA	Special Svcs Activities	DA	3	2	2	
3.	CONARC	Consolidate		DA thru CONARC	Special Svcs Activities Rpt	SA	2	0	2	Added Duty
4.	CONARC	Consolidated		CONARC	Special Svcs Activities Rpt	First Army	1	1	1	
5.	Chief, AAFMPS	NO	NO	Direct to Chief, AAFMPS	Special Svcs Activities Rpt	Chief, AAFMPS	N/A	N/A	N/A	Prepared at installation level and forwar direct to Chief, AAFMPS
6.	Chief, AAFMPS	NO	NO	Direct to Chief, AAFMPS	Special Svcs Activities Rpt	Chief, AAFMPS	N/A	N/A	N/A	Prepared at installation level and forwar direct to Chief, AAFMPS
7.	Chief, AAFMPS	NO	NO	Direct to Chief, AAFMPS	Special Svcs Activities Rpt	Chief, AAFMPS	N/A	N/A	N/A	Prepared at installation level and forwar direct to Chief, AAFMPS
8.	Chief, AAFMPS	NO	NO	Direct to Chief, AAFMPS	Special Svcs Activities Rpt	Chief AAFMPS	N/A	N/A	N/A	Prepared at installation level and f direct to Chief, AAFMPS

CONUSA Survey (cont)

(r) CONARC Disposition (SPECIAL SERVICES)
1. Retained at CONUSA.
2. Retained at CONARC. Used as management tool.
3. Consolidated at CONARC as one report to DA and OSD.
4. Report consolidated at CONARC for submission to DA. No changes made. Used to keep CG, CONARC informed due to CSA interest.
5-8 N/A

CONUSA SURVEY FORM

FUNCTIONAL AREA Special Services

POINT OF CONTACT Mr. Oates

NAME OF OFFICE DCSPER - Sp. Svcs Div

TELEPHONE 2365

TDA

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Recreation	A, B, C, D, F, G	2	6	5.5	3	1. Determines thrust of installation programs.
2. Entertainment	A, B, C, D, F, G	2	5	3 (1-NAF)	3	2. Determines thrust of installation programs.
3. Domestic Action	A(½), B, C, F, G	2/3		.5	3	3. Resp to CONARC and DOD Dir 5030.37 & AR 28-19 (Sep 71) Young person program (large city orie Budget underwritten by other Federal agencies.

C-II-B

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSPER
DIVISION Personnel Services
BRANCH Nonappropriated Funds
SECTION

DATE OF INTERVIEW 18 Apr 72

FUNCTIONAL AREA(S) NAF

NAME OF INDIVIDUAL CONTACTED LTC Lodge

PHONE # 4780

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1.	Nonappropriated Fund Statement of Opns and Net Worth (DA Forms 1790,1792, 1843)	AG-313 (R1) Quarterly	X		Class I Instl Supt USMA(CPF)	AR 230-20, 28-2,1A Reg 230-7	NO	NO	NO	Reports consolidated & fwd directly to DA.
2.	Nonappropriated Military Welfare Fund Programmed Schedules of Expenses & Dividends (DA Forms 2259-R, 2260-R, 2361-R & 2383-R)	AG-351 (R3) Annual	X		Class I Instl Supt USMA (CPF)	AR 230-12	NO	NO	NO	Reports submit to HQ FUSA, CW Council Approv/Disapprov item requested. Consolidated Fund DA.
3.	Nonappropriated Fund Book Dept Financial Report (DA Forms 2109 thru 2111)	AG-357 Annual	X		Bk Dept Officer of Army Sen Sch Class I Instl.	AR 230-45	NO	NO	NO	Verification for accuracy and and forwarded to HQ DA.
4.	Nonappropriated Fund Book Department Budget	AG-373 Annual	X		Bk Dept Officer at Army Sen Sch Class I Instl.	AR 230-43, 230-63	NO	YES	NO	Reviewed by HQ FUSA and appro disapproved recommended fwd t DA.
5.	Open Mess Operations and and Financial Review (DA Form 3273-R)	AG-550 Monthly/ Quarterly	X		Instl level ea open mess	AR 230-60, 230-6, 1A Suppl to AR 230-60	NO	NO	NO	Mthly report fwd to and retai by HQ,FUSA, Qtrly reports reviewed and fwd to HQ DA.
6.	Sundry Fund Operations and Financial Review (DA Form 3767-R)	AG-596 Annual	X		Custodians Sundry Fund of Class I Instl	AR 230-60	NO	NO	NO	HQ FUSA issues instl on goals/ Review for accuracy fwd to DA

C-II-C

CONUSA Survey (cont)

	(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition						Personnel			
	Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1.	Yes - Info consolidated	YES	N/A	NO	HQDA (DAPE-NF)	N/A		3	3	3	
2.	Yes-Info consolidated	YES As CWF for current FY & projected 5 yrs.	N/A	NO	HQDA (DAPE-NF)	N/A		4	4	4	
3.	Info	YES	NO	NO	HQDA (DAPE-NF)	N/A		1	1	1	
4.	Info	YES	NO	NO	HQDA (DAPE-NF)	N/A					
5.	Info & corrective action as necessary	YES Qtrly/ Mthly rtnd	NO	NO	HQDA (DAPE-NF)	N/A		3	3	3	
6.	Info corrective action	YES	NO	NO	HQDA (DAPE-NF)	N/A		2	2	2	

C-II-C-8

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSPER
DIVISION Personnel Services
BRANCH Nonappropriated Funds
SECTION

DATE OF INTERVIEW 18 Apr 72

FUNCTIONAL AREA(S) NAF

NAME OF INDIVIDUAL CONTACTED LTC Lodge

PHONE # 4780

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
7.	Army Flying Clubs	ATPER-231 Annual	X		Flying Clubs, Class I Instal	CON Ltr ATPER-PSD 17 Apr 69, w/1st Ind AHABA-PSF, 23 Apr 69	NO	YES	NO	Number of planes, mbrs, and Financial data per club
8.	Facilities Acquired with Nonappropriated Funds (Non-Appropriated Construction Project)	DD-I&L (SA) 1005 Semi-annual DD-I&L (SA) 1167	X		CPF or DIO through DPCA Instl level	MSGS DA DCSLOG/CD 081513Z Jan 70, 021845Z Oct 70, 022120Z Oct 70, 121452Z Oct 70, 1A Msg 161500Z Jan70	NO	NO	NO	Reviewed for accuracy, consolidated fwd to HQ DA
9.	Report of Federal Employment & Wages	LABOR 1005 Quarterly	X		Ea NAF activity by Class I Instl Supt USMA	AR 230-117	NO	NO	NO	NAF payroll info on ful parttime, intermittent employees to Dept of Labor
10.	Listing of Nonappropriated Fund Activities (DA Forms 1599-R and 1600-R)	LABOR 1006 As Req.	X		Individual NAF Activity Class I Instl Supt USMA	AR 230-17	NO	NO	NO	Info needed in preparing work and cost benefits for approp request purposes state employ ment agencies.

C-III-23

CONUSA Survey (cont)

	(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
			Disposition					Personnel			
	Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
7.	Info	YES	YES	NO	HQ, CONARC (ATPER-PSD)	N/A		1	1	1	
8.	Info	YES	YES	NO	HQDA (DAEN-MCF-M)	N/A		1	1	1	
9.	Info	YES	NO	NO	Applicable State Dept of Employment Security	N/A					
10.	Yes-Update NAF activity roster for DA	YES	NO	NO	Applicable state Dept of Employment Security	N/A		1	1	1	

C-II-C-4

CONUSA Survey (cont)

(r) CONARC Disposition (Non-appropriated Funds)
1. N/A
2. Info copy received for monitoring by CONARC
3. " " " " " " "
4. " " " " " " "
5. Used at CONARC for Quarterly R&A. New Open Mess consolidated negates need.
6. N/A
7. Retained at CONARC. Used as management tool.
8. Info cy to CONARC. Management tool.
9. N/A
10. N/A

C-II-C-3

TAB D

CONUSA SURVEY FORM

FUNCTIONAL AREA NAF

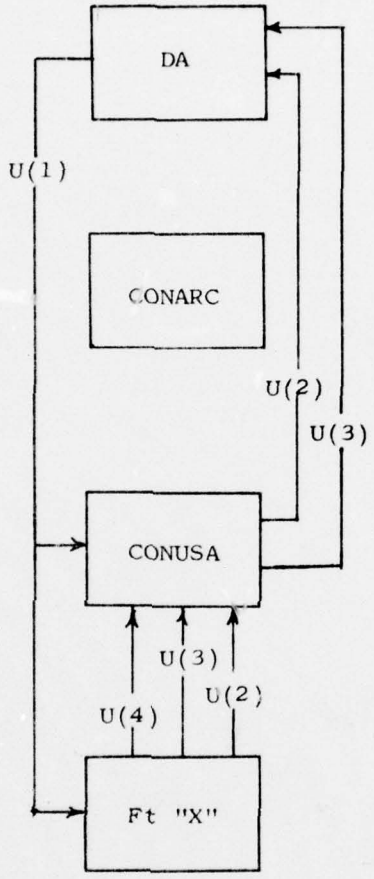
POINT OF CONTACT LTC Lodge

NAME OF OFFICE NAF

TELEPHONE 4780

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Custodian FUSA Command Welfare Fund (CWF)	A,B,C,D, E,G	2	8	4	3	Consolidate troop population for dividend payments. DA makes payment direct to installation. Add are for new open mess system.
2. Supervise NAF admin in command	A,B,C,D, E,G	2	5	5.4	3	Add responsibility for centralized open mess management.
3. CWF property accountability	A, B internal only	2	0	.1	3	Only action w/instl property is on items declared excess. Only direct control of property at 1A HQ.
4. Alcohol beverage control (decal control)	A,B,C,D, E,G	2	0	.5	3	Control of decals used in Class VI
5. Open Mess Mgmt	A,B,C,D, E,F,G	2	10	8	3	Overall resp for 1A open mess opns on Class I or Class II installations. (63 messes)

CURRENT NAF PROCEDURES



U(1) Dispersal of funds
U(2) Strength report
U(3) Request for funds
U(4) Grant requests (Programmed grants in 5 yr program
emergency grants - as required)

APPENDIX III - DRUG/ALCOHOL CONTROL AND EQUAL EMPLOYMENT OPPORTUNITY

CONUSA Role.

a. The Drug Rehabilitation Program at FUSA, contrary to the procedures at installation level, is treated as a MEDDAC activity rather than one primarily directed by the DCSPER. The Chief, Personnel Services Division, DCSPER, acts as the primary point of contact within DCSPER for this function but does not take an active part in the program. Participation is limited to granting DCSPER coordination/approval of MEDDAC actions which are related to drug rehabilitation. No direct or indirect influence to installation programs or to higher headquarters' directives and guidance is exercised.

b. The Equal Employment Opportunity (EEO) Program, which actually includes the associated Equal Opportunity and Treatment (EOT) function is coordinated at CONUSA level. In actuality, the primary reporting channel from installation direct to DA is unaffected by the FUSA Office which receives information copies of this direct correspondence. Influence, therefore, can be exercised only after-the-fact in most cases. Guidance is provided to installations as an amplification or clarification (meeting FUSA CG desires) of that provided by higher headquarters. The two major tasks performed at FUSA in this functional area are monitorship of installation implementation through review of reports (information copies), and conduct of staff visits to assure compliance and understanding of DA policy guidance. The FUSA EEO Officer also acts as the coordinator to conduct a seminar once each year for installation representatives. This seminar is intended to provide an opportunity for sharing ideas, problems, or approaches.

c. CONARC is not an active participant in the EEO Program. The CONUSA function in relation to CONARC is to relieve that headquarters of the necessity to act on matters between DA (the policy maker) and the installation (the implementor).

d. FUSA provides DA with an intermediate staff which is tasked to assure compliance and understanding of DA policies by installations. This is accomplished by issuance of command guidance for DA-initiated actions which affect the installation level.

e. The current direct reporting by installation to DA also includes requests from installations direct to the US Army Civilian Appellate and Review Agency (USACARA), a DA agency, for investifations of EEO complaints. FUSA is informed (by information copy) of investigation results and associated recommendations. This system is now functioning in a manner which would facilitate a pure "direct" installation - DA management system. This would not abrogate the right of major commanders to influence installation procedures should they desire.

Tabs
A - Reports Collection Form
B - Functions Survey Form

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSPER
DIVISION Equal Employment Opportunity
BRANCH
SECTION

DATE OF INTERVIEW 18 Apr 72

FUNCTIONAL AREA(S) EEO

NAME OF INDIVIDUAL CONTACTED LTC Watts

PHONE # 7863

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. Rpt of Precomplaint Counseling	USCSC-1123	X		EEOO	CPC 7,22 Aug	No	No	No	DA required report submitted direct from instal to DA
2. Rpt of Complaint Processing	USCSC-1077 (R1)	X		EEOO	CPC 7,22 Aug	No	No	No	DA required report submitted direct from instl to DA
3. EEO Plans of Action	ATPER-190	X		EEOO	CON Reg 690-1	No	No	No	Plans establish goals & timetables in area of EEO
4. Status of Overdue Discrimination Complaint Cases	USCSC-1143	X		EEOO	CPC 7	No	No	No	Reports of complaints over 120 days
5. DOD Open Housing Rept	DD-M(Q) 975	X		EEOO/Fam Housing	AR 600-18	No	No	No	Listing of off post housing fac in compliance w/DOD reg
6. Off Base EO Status Rept	DD-M(A) 704	X		EEOO/Fam Housing	DA ltr, AGAM-P(M) dtd 25 Feb 66	No	No	No	Survey of off post housing

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1. Monitor for compliance with reg	No	No	Yes (info cy only)	N/A	N/A	N/A	1	1	1	Report is forwarded by installation to Director, EEO, DA, with info cy to 1A.
2. Monitor for compliance with reg	No	No	Yes (info cy only)	N/A	N/A	N/A	1	1	1	Report is forwarded by installation to Director, EEO, DA, with info cy to 1A.
3. Monitor for accuracy & insure compliance w/reg	Yes (Info cy only	No	Yes	HQ CONARC ATPER-PSD-EEO	No	N/A	1	1	1	
4. Monitor for accuracy & insure compliance w/reg	No	No	Yes (info cy only)	N/A	NO	N/A	1	1	1	Report is forwarded by installation to Director, EEO, DA, with info cy to 1A.
5. Monitor for accuracy & insure compliance w/reg	Yes	No	Yes (info cy only)	CONARC	No	N/A	2	2	2	N/A
6. Monitor for accuracy & insure compliance w/reg	Yes	No	Yes (info cy only)	CONARC	No	N/A	1	1	1	N/A

(r) CONARC Disposition (EEO)

1. Information cy received by CONARC. Reviewed for command information.

2. Information cy received by CONARC. Reviewed to assure timeliness for protection of individual rights. Used as data input for staff visits.

3. Retained at CONARC. Review installation plans after CONUSA approval. Plans reviewed by Civil Service Commission and DA on installation inspection/staff visits.

4. Information cy received by CONARC. Used for management information.

5. Installation reports sent (under CONARC cover letter) to DA for further transmission to DOD. Used by CONARC for staff visit data.

6. Same as 5.

CONUSA SURVEY FORM

FUNCTIONAL AREA Equal Employment Opportunity

POINT OF CONTACT LTC Watts

NAME OF OFFICE DCSPER

TELEPHONE 7863

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Dev Prog, studies, analysis of complaints, insure equality of emp oppor	A, D, E, F, G	1, 2, 4*	*2	2.6	4	1. Recommended staffing (by current EEOO) LTC/GL3 - 1 MAJ/CPT - 1 GS 9 - 1 GS 5 - 1
2. Prepare reports for Civ. Svc Comm & Dir. of EEO	D, F, G	4	0	.2	4	2. Info cy of reports rec 1A. Installation reporting direct to DA. 1A function monitor a act as recipient for downward commo.
3. Guidance & supervision to EEO counselors in 1A.	D, F, G	1, 2, 4*	0	.2	1	

*Decisions rest w/instl comdr W/1 prescribed limits of DA policy. Army level retains approval authority for plans of action. Overall program approval rests w/DA.

APPENDIX IV - SAFETY

1. CONUSA Role. The FUSA Safety Office acts to supplement DA guidance to fit the particular mission needs of the Army area. Policy establishment by FUSA is rare - only accomplished when higher headquarters policy statements are not considered sufficient to permit installation understanding and action. An excellent example of the methodology of expansion of DA information is at Tab C.

a. The subfunctional area of accident prevention, although coordinated within FUSA headquarters by the Safety Office, DCSPER, is decentralized due to the manning level of that office. As a result, aviation safety is the responsibility of the Aviation Safety Officer in DCSOT; range safety is a DCSOT responsibility; DCSLOG orients toward ammunition and transportation safety. All staff sections, however, are responsive to the DCSPER Safety Office. Installation assistance is limited to the previously mentioned tailoring of higher headquarters guidance to fit unique needs of FUSA and a particular installation. As requested by CONARC, FUSA provides opinions, recommendations and information.

b. The Accident Reporting function is primarily DA-oriented with all requirements coming from that headquarters. Little involvement is evidenced by CONARC other than the compilation of data for information of the CONARC CG. The major FUSA action in reporting by installations is the ability to determine whether accidents or injuries are reportable or recordable and to whom such will be charged. FUSA, using standard DA-developed report formats, establishes the reporting procedures to be followed by NG, USAR, and ROTC units.

c. The FUSA Safety Office involvement in the established Army Civilian Career Management Program for Safety is installation-oriented. FUSA counsels installations on the hire of personnel for the Safety Program (GS-12 and below - higher grades are selected on an Army-wide basis), and assists installations on proper use of interns during their two-year training program. FUSA informs installation Safety Directors of school availability to attempt coordination of career development schooling for eligible personnel.

2. The Safety Program will remain an integral part of major command staffing. The coordination and consolidation effort below DA level serves a useful purpose. Manning should be adequate with a Safety Director and statistical clerk. The same function will remain at that recommended level for Area Commands in the relationship with Reserve activities. Therefore, staffing savings will be negligible upon reorganization.

Tabs
A - Reports Collection Form
B - Functions Survey Form
C - Safety Guidance Letter

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSPER
DIVISION Personnel Services
BRANCH Safety
SECTION

DATE OF INTERVIEW 18 Apr 72

FUNCTIONAL AREA(S) SAFETY

NAME OF INDIVIDUAL CONTACTED Mr. Hoefer

PHONE # 3626

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1.	Accident Report	CSGPA-147(R3)	X		Unit Safety Office	AR 385-40	NO	NO	NO	
2.	Summary of Accident Data and Exposure	CSGPA-646(R2)	X		Installation Safety Off.	AR 385-40	NO	NO	NO	
3.	Abstract Report of Accident	CSGPA-1129	X		Installation Safety Office	AR 385-40	NO	NO	Format-No Info-Yes	
4.	Training and Troop Movement Accidents (BLUE BONNET)	CSGPA-686(*)	X		Installation AG Office	AR 385-40	NO	NO	NO	
5.	Army Aircraft Accident Crash Facts Message Report	CSGPA-459(*)	X		Installation Aviation Safety Officer	AR 385-40	NO	NO	NO	
6.	Technical Report of US Army Aircraft Accident	CSFOR-5 (R2)	X		President of Aircraft Acdt Investigating Board	AR 385-40	NO	NO	NO	
7.	Nuclear Weapon Accident (BROKEN ARROW) OR Significant Incident (BENT SPEAR)	DD-SD (AR) 730	X		Installation Commander	AR 385-40	NO	NO	NO	
8.	Minor Nuclear Incident (DULL SWORD)	CSFOR-68(*)	X		Installation Commander	AR 385-40	NO	NO	NO	

CONUSA Survey (cont)

	(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition						Personnel			
	Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1.	Accident Statistics & Prevention	NO	YES	YES	SEE REMARKS	NONE		1	1	1	Automated at 1A & forwarded automated to CONARC & DA.
2.	Accident Statistics	YES	YES	YES	CONARC & DA	NONE		1	1	1	
3.	Info on Fatal On-Duty Accidents	YES	NO	NO	CONARC & DA	NONE		1	1	1	
4.	Info on Fatal Tng & Troop Movement Acdts	NO (1A Info Addressee)	NO	NO	DA, CofS (CONARC Info Addressee)	NONE		1	1	1	
5.	Info on Aviation Mishaps	NO (1A Info Addressee)	NO	NO	USAAVS (CONARC Info Addressee)	NONE		1	1	1	
6.	Accident Statistics & Prevention	YES	NO	NO	USAAVS	NONE		1	1	1	
7.	Info on Nuclear Wpn Mishaps	NO	NO	NO	DA, ACSFOR	NONE		1	1	1	
8.	Info on Nuclear Wpn Mishaps	NO	NO	NO	DA, ACSFOR	NONE		1	1	1	

C-IV-A-2

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSPER
DIVISION Personnel Services
BRANCH Safety
SECTION

DATE OF INTERVIEW 18 Apr 72

FUNCTIONAL AREA(S) SAFETY

NAME OF INDIVIDUAL CONTACTED Mr. Hoefer

PHONE # 3626

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
9.	Nuclear Reactor Accident, Significant Incident or Minor Incident	AEC-1006 (MIN)	X		Reactor Commander	AR 385-40	NO	NO	NO	
10.	Chemical Weapon Accident (GREAT CLOUD) or Significant Incident (GROWING HAZE) or Minor Incident (GRADUAL MIST)	CSFOR-124(MIN)	X		Installation Commander	AR 385-40	NO	NO	NO	
11.	DOD Explosives and Chemical Agents Accident Report	DD-I&L (AR) 1020	X		Installation Commander	AR 385-40	NO	NO	NO	

C-IV-A-3

CONUSA Survey (cont)

	(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition						Personnel			
	Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
9.	Info on Nuclear Reactor Mishaps	NO	NO	NO	Ch. of Engrs. ATTN: ENGSO	NONE		1	1	1	
10.	Info on Chem. Wpn Mishaps	NO	NO	NO	DA, ACSFOR	NONE		1	1	1	
11.	Info on DOD and Chem. Agent Accidents	NO	NO	NO	DA, DCSPER	NONE		1	1	1	

(r)
CONARC Disposition
(SAFETY)

1. Prepared for computer input at CONARC for local and DA printout. Used to provide field guidance and R&A data to identify command actions required.

2. Sent simultaneously to DA and CONARC. Used to compute CONARC accident rate.

3. This is letter to DA THRU CONARC. CONARC will indorse to DA with recommendations for further action.

4. As required report. Direct to DA with info cy CONARC and Army concerned. Used to keep commanders concerned informed of training accidents. This report, as such, can be deleted from requirements due to improved management information capability (EOC at CONARC, AOC at DA).

5. Multiple addressee message. CONARC uses to determine status of CONUS aviation accident statistics.

6. Copy to CONARC (info). Used as management tool.

7./8. Information copy to CONARC (as required reports). Used to keep CG CONARC informed.

9. N/A

10./11. Info to CONARC. No use at CONARC HQ.

CONUSA SURVEY FORM

FUNCTIONAL AREA SAFETY

POINT OF CONTACT Mr. Hoefer

NAME OF OFFICE Safety Br, PSD, DCSPER

TELEPHONE 5359/3626

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Accident Prevention	A, B, C, D, E, G	1, 2	3	2	1	1. Guidance and Assistance Offered Installations Data provided Higher Hq.
2. Accident Reporting	A, B, C, D, E, G	1, 2	2	2	1	2. Guidance and Assistance Offered Installations Data provided Higher Hq.
3. Safety Career Mgmt Program	A, B, D, E, G	N/A			N/A	3. Not major function judged by time expended. However, this office focal point for career development in this field. No decision point appropriate.

AHABA-PS 10 March 1972

MEMORANDUM FOR: Safety Directors

SUBJECT: "Operation Share"

Attached memorandum from Department of Army is forwarded for your information and implementation as indicated below. Each of the paragraphs in the basic memorandum have been supplemented by title and are forwarded for indicated action.

a. DA Safety Conference. This will probably be "bad news" for those of you that had planned to attend the conference. Due to space limitations DA cannot support the attendance of safety personnel at Army installation level. Your voice, however, can be and will be heard if you will send us your comments, criticisms, and/or recommendations prior to the conference. This is your chance to contribute to the program - send us your comments.

b. DA Safety Career Screening Panel. Carcerists (Grades GS-11 & above) will shortly, maybe before you receive this memorandum, receive a print-out of your Army safety career record maintained at DA level. This, as is stated, is the only basis for your advancement in the impersonal atmosphere of "pick and choose from the record" panel type of selection utilized to fill vacancies in the system. This record is your very own personal input into the career program -- treat it as such.

c. Failure to Meet Suspense Dates. Several of our installations and activities required to submit DA Form(s) 2398 (Summary of Accident Exposure) are not meeting the suspense date established by para 9, 1A Reg 385-3, nor the requirements indicated by para 5, letter, AHABA-PS, this headquarters, 19 February 1971, subject: Reporting of Accidents and Exposure, and para 3a, Appendix to 1A Reg 385-3. Failure of some coding offices to satisfactorily carry out this responsibility results in unnecessary phone calls and additonal administrative workload for this office. Safety directors are requested to increase their efforts to furnish this headquarters with required exposure within the time-frame required.

d. Seasonal Hazards. We don't really feel that much can be added to this paragraph. The information and the hazards are clearly illustrated and the time is rapidly approaching. Don't wait for this headquarters to lead you by the hand -- do it yourself! Incidentally, we are planning to have the Memorial Day letter into the field no later than 1 April. Please do not call us for a verbatim report on what the letter will contain -- use your own imagination and you'll be ahead of the game.

MEMORANDUM FOR: Safety Directors
SUBJECT: "Operation Share"

e. Occupational Safety and Health Act. Be prepared -- however, at the moment it is believed that only this Headquarters will be tasked with a reporting requirement.

f. Contributions to "Operation Share." The old adage "two heads are better than one" really works here. Send us your contributions (pamphlets, active promotional programs, achievements, etc) and we will consolidate for submission to DA and CONARC. You are your best salesman.

g. Corrections to DA Forms 285 and 285-1. These "nit picks" have evidently created some problems in the field. See that the corrections are available to the users and calm the troubled water.

h. Reconciliation of Reports. We have found that this is not being done at installation level. Please, if you have assigned aircraft, make sure that your flight exposure is the same as reported by your aviation activity for the reporting period. The cut-off date is the same so you should have no trouble. As far as the DA Form 5-2 is concerned - we [illegible] here - so you check it at your level. It saves phone calls.

i The Emmy Awards are:

(1) Award of Honor

US Army Strategic Communications Command
US Army Forces Southern Command
US Army Materiel Command
US Army, Pacific
82d Airborne Division
8th Infantry Division

(2) Award of Merit

Military Traffic Management and Terminal Service
Fifth US Army
3d Infantry Division

(3) Comment: Maybe - next year.

j. Changes to AR 385-41. These changes are in the system. If you don't have them, see your AG.

John R. Edelberg

JOHN R. EDELBERG
Director of Safety

1 Incl
as

2

1 - IV C-IV-IV-2

246

DAPE-MPS

24 February 1972

MEMORANDUM FOR SAFETY DIRECTORS

SUBJECT: "Operation Share"

1. DA Safety Conference. The DA World-wide Safety Conference planned for 4th Quarter FY 72 will be held at HQ, DA, 15-17 May 1972. The request for expected attendees far exceeded the space available; therefore, the list of authorized attendees had to be limited to the safety directors of major commands, numbered Armies, and other key safety personnel. The conference agenda will include both current and future subjects of special interest to the Army Safety Program.

2. DA Safety Career Screening Panel. This panel will meet in May following the DA Safety Conference. At that time, the panel will consider the records of safety careerists at DA mandatory referral grade levels to evaluate their potential and determine their positions on DA grade rosters. Each safety careerist must recognize that the information on his Career Inventory Record (DA Form 2302-5) is the primary, and frequently the only source of information available to the panel. If this information is incomplete or incorrect, it can adversely affect a careerist's opportunity for further training or for developmental or promotional positions which might might become available during the year. Our "Operation Share" letter, 18 Nov 71, emphasized the importance of up-dating career records, and outlined the procedure to follow. We again emphasize the necessity for complete and correct career records. Command safety career program managers should bring this to the attention of every careerist.

3. Failure to Meet Suspense Dates. Many commands and organizations required to submit DA Form 2398 (Summary of Accident Exposure) and DA Form 3478-R (Summary of Accident Data) directly to HQ, DA, are not meeting the suspense dates established by para 3-10, AR 385-40. Also, the accident report punched cards are frequently not being dispatched in accordance with para 8, AR 680-22. Failure to meet these established suspense dates results in an unnecessary additional administrative workload for this office. The time interval between authorized cut-off dates and report dispatch dates is considered adequate, and should provide sufficient time to consolidate, process, and forward the required reports. Safety directors are requested to coordinate with supervisors of data processing centers to establish procedures which will insure timely submission of reports.

4. Seasonal Hazards. With the approach of the spring and summer seasons, we must review our accident prevention programs to assure they include prevention measures directed toward coping with the hazards associated with these seasons. In short, safety programs must include measures to prevent heat injuries, and injuries resulting from lightning, camping, mountain climbing, power mower operation, baseball, softball, and water sports--to name just some of the critical areas. Additionally, regardless of season,

there can never be [illegible] relaxation of efforts to p[illegible]t motor vehicle accidents (POV and AMV) which continue to be the major accident prevention problem.

5. Occupational Safety and Health Act. As indicated by para 1-9, C1, AR 385-10, the Army, one of the largest Federal departments, will play a significant role within the Federal establishment in implementing OSHA. Beginning with FY 72, DA will be required to report occupational injuries and illnesses of DA Federal employees to Department of Labor through DOD. Consequently, prior to 1 July 1972, a change to AR 385-40 will be published which will outline the reporting criteria and format.

6. Contributions to "Operation Share". When "Operation Share" was initiated several years ago, the contributions from the major commands to be "shared" with other commands was gratifying. Lately, however, the original momentum generated by this program appears to be fading. To again vitalize this program, it is requested that command safety directors forward to this office safety program information for re-distribution to other commands.

7. Corrections to DA Forms 285 and 285-1. Item 19 on subject form reads, "If item 17 "no", which of . . . . person?" This should read, "If item 18 "no", which of . . . . person?" This correction will be made in next printing of the forms. In the interim, pen and ink changes are requested. Also, item 41, second work "ther" will be corrected to."there" on next printing of forms.

8. Reconciliation of Reports. To assure reasonable compatability between reports submitted through different channels, safety directors at activity level should reconcile the flight hours reported on DA Form 2398 with the flight hours reported on DA Form 1352 (Army Aircraft Inventory, Status and Flying Time) which is forwarded through aviation channels. Also, the property damage due to fire reported on DA Form 3478-R should be reconciled with the property damage due to fire reported on DA Form 5-2 (Fire Report) which is forwarded through engineer channels.

9. DA Awards for Safety. Winners of subject awards were announced in Headquarters, DA, General Orders No. 1, 14 January 1972. A copy is inclosed.

10. Changes to AR 385-41. C1 to AR 385-41 was published 28 October 1971. C2 was published 7 February 1972. A copy of each change is inclosed.

T. H. WILKENSON
Director of Safety

Incls
as

d-IV-44

348

APPENDIX V - EDUCATION

1. CONUSA Role. The FUSA CG is tasked to provide education services to all Army personnel within the geographical boundaries of his Army area. This mission comprises the major effort of coordination accomplished by the FUSA Education Office.

a. FUSA designates installations that are to act as hosts to provide educational services to Army personnel not located upon the installation. Installations are required to submit their Education Services Report which is used by FUSA to assure coverage of isolated areas (e.g., ARADCOM units, Army Recruiters).

b. The primary CONARC interface is in the area of Project Transition which has expanded in resources support within the past few months. FUSA serves both installation and CONARC levels by allocating portions of budget guidance issued by CONARC in this function and consolidating the budgetary requests of installations within that guidance.

c. A major activity of the FUSA Education Office, other than the major area of General Education Development, is Project Transition. In addition to a continuing need to urge installation education offices to retain a high level of activity in this program, the FUSA Education Office actively recruits industry support for Transition throughout the Army area.

d. Continuity is attempted through distribution of a quarterly Guidance Letter (Tab C) provided to all installations (Class I, II, and MDW).

2. Education services can readily be coordinated effectively at major command level. Designation of geographical areas of responsibility to installations can be accomplished by Area Commands, but the staff function need not be located at the Area Command.

Tabs
A - Reports Collection Form
B - Functions Survey Form
C - Education Guidance Letter

249

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSPER
DIVISION PSD
BRANCH Education
SECTION

DATE OF INTERVIEW 18 Apr 72

FUNCTIONAL AREA(S) Education Services

NAME OF INDIVIDUAL CONTACTED Mr. Berry

PHONE # 4577

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. USAFI Testing Activity and Inventory Report	DD-M (Q) 192 R 1	Manual		Installation Education Cen	AR 621-5	Report is not CONUSA unique	Report is not CONARC unique	No Change made by DA only	Report is checked for accuracy and forwarded to USAFI.
2. Educational Level and Participation Report	AHABA-13 (r2)	Manual		Installation Education Cen	FUSA Reg 621-5 and CON Suppl to AR 621-5	Report is partially unique. The qtrly educational level survey is directed by CONARC. FUSA requires participation figures in addition to education level statistics.	Not CONARC unique	Yes, FUSA can change report	See (f)
3. Educational Level Testing	ATPER-25	Manual		Installation Education Cen	CON Suppl to AR621-5	Not CONUSA unique	CONARC unique	CONARC has authority to change	Report is consolidated and forwarded to CONARC.

A-VEA-4

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1. Used as a basis for conducting command wide, personally conducted inventories.	Report is forwarded directly from to USAFI	Not used as input for CONUSA report	Report is not retained in FUSA	Report forwarded to USAFI	N/A	Originates in DA	One person processes report - one types it			No remarks
2. Part of report initiated by FUSA is used to determine the number participants in each grade level This permits detailed diagnosis of program requirements.	Educational level survey portion of report is submitted to CONARC) (See Educational Level Survey (ATPER PSD)	Participation portion of report is used by this HQ for diagnostic purposes. It is not used as input for a regular FUSA report.	It is retained solely in FUSA	N/A	N/A	FUSA initiated	One person processes report - one types it			No remarks
3. Report is used to determine areas of educational need	Report forwarded to CONARC	Report is used as input for reporting info to commanders.	Not retained in FUSA	Forwarded to CONARC	N/A	Originates at higher HQ	One person processes report - one types it			No remarks

C-V2A-2

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSPER
DIVISION PSD
BRANCH Education
SECTION

DATE OF INTERVIEW 18 Apr 72

FUNCTIONAL AREA(S) Education Services

NAME OF INDIVIDUAL CONTACTED Mr Berry

PHONE # 4577

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
4. Project Transition (Addendum to SAOSA-137)	ATPER-289	Manual		Installation Transition Off	CONARC msg 141458Z Sep 71, subject: Project Transition Report	Report is not CONUSA unique	It is CONARC unique	CONUSA cannot change report	Only CONARC can change report
5. Project Transition Report	SAOSA-137 (DD-M(M) 1023)	Manual		Installation Transition Off	CON Reg 621-4	Report is not CONUSA unique	Report is CONARC unique	FUSA does not have authority to change report	Report is checked for accur consolidated and forwarded to CONARC.
6. Education Services Report (GED Program Report)	AG 331 (R1)	Manual		Installation Education Cen	AR 621-5	Not CONUSA unique	Not CONARC unique	No. Required by DA	Report is consolidated and forwarded to CONARC.

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
4. Report requires listing of number of personnel utilized in Transition Program. Infomation is needed to determine manpower requirements.	Report is fwd from FUSA	Report is used as input for Command Quarterly Briefing	Report is not retained solely in FUSA	Report is consolidated and forwarded to CONARC	N/A	Report is initiated by higher headquarters	One person processes report - one types it			No remarks
5. Review and analyze programs and determine accomplishments	Report is fwd to CONARC	Report is used as imput at FUSA for command Quarterly briefing	Report is not retained in FUSA	Report is fwd to CONARC	N/A	Originates at CONARC	One person processes report - one types it			No remarks
6. Rept is used for planning programs, eval range of programs, determining participation, supporting approp, rept accomp to command	Report is fwd to CONARC	Report used for comd qtr briefing	Not retained at FUSA	Fwd to CONARC	N/A	Originates at DA	One person processes report - one types it			No remarks

C-V-A-4

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSPER
DIVISION PSD
BRANCH Education
SECTION

DATE OF INTERVIEW 18 Apr 72

FUNCTIONAL AREA(S) 4577

NAME OF INDIVIDUAL CONTACTED Mr. Berry

PHONE #

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
7. Report on Expansion of Transition Training	DDM (M&Q) 1133	Manual		Installation Transition Off	CONARC msg 211556Z Dec 71, subject: Report on Expansion of Transition Training	Not CONUSA unique	It is CONARC unique	No CONUSA CG can change report	Only CONARC can change report

C-V-A-5

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
7. Report is used to determine progress toward DOD FY 72 directed goals	Report is consolidated and fwd to CONARC	Rpt is used by FUSA for weekly command briefing	Not retained solely at FUSA	CONARC	N/A	Originates at higher headquarters	One person processes report - one types it			No remarks

C-V-A-6

CONUSA Survey (cont)

(r)
CONARC Disposition
(EDUCATION)

1. N/A

2. Not received at CONARC as this report. Data used to submit ATPER-25 (below).

3. Used as management tool by CONARC HQ. Status of education level of all personnel reflected for command information.

4. Addendum to SAOSA-137 (below).

5. Used to consolidate at CONARC for submission to DA. CONARC usage is to provide information for CG and to serve as basis for program evaluation and future planning. Project Transition reports are CONUS-wide, with major commands (AMC, CDC, ARADCOM, TSG) providing feeder information to CONARC for consolidation and submission.

6. CONUS-wide consolidation submitted to DA. CONARC uses to inform CG of participation and extent of programs offered.

7. Consolidation of CONUS-wide data submitted to DA. Used to evaluate program accomplishment vs. program goals.

C-V-A-7

CONUSA SURVEY FORM

FUNCTIONAL AREA EDUCATION

POINT OF CONTACT Mr. Berry

NAME OF OFFICE Education Branch, PSD, DCSPER

TELEPHONE 4577

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Policy & Procedures for Cmd General Educational Development Program	A, B, C, D, E, F, G	2	4	3	3	
2. Project Transition	A, B, C, D, E, F, G	2	2	1.5	3	
3. Dependent School	(Monitor only)	N/A	0	Trace	N/A	3. Sec. 6 school (1) system under direct control of post comdr w/funds supplied by HEW (Ft Knox Others - monitor to assure adequate Ed. Sup
4. Army Civ School	B, C	4	0	.5	4	4. May comment on applications for Civil schooling forwarded to DA.

DEPARTMENT OF THE ARMY
HEADQUARTERS, FIRST UNITED STATES ARMY
FORT GEORGE G. MEADE, MARYLAND 20755

AHABA-PE

20 March 1972

SUBJECT: Guidance Letter

Commanders, Class I and II Installations and Activities, ATTN: Directors, General Educational Development

1. General. Information contained herein is intended to provide Post Directors of General Educational Development (GED) guidance on items of program interest and a statistical analysis of program accomplishments which may assist them in the conduct of their programs.

2. Program Analysis. At the end of the second quarter FY 72 First US Army was on schedule in only two of the six programmed areas. Minor negative deviations existed in the other four areas. Negative deviations in the areas of college course and language instruction completions were of considerable concern. Installation program accomplishments are reflected in charts at Inclosures 1-8. The continued Early-Out Program will impact further on program accomplishments. Therefore, Directors are encouraged to exhaust every means of encouraging participation in all areas. In this connection your attention is invited to CONARC Command Operating Program (Annex C), FY 72-76, which sets forth management indicators for our program and indicates the level of acceptable accomplishments for each of the six programmed areas. Installations whose accomplishments fell below the minimum level of acceptance should give serious thought to major emphasis in those areas where this situation exists.

3. Revision of AR 621-5. DA has advised that AR 621-5 is in final draft stage and will be staffed through Department of the Army at an early date. However, actual publication may be several months off. Some installations may wish to supplement the existing Army regulation. CONARC has advised that this is permissible. Additionally, copies will be forwarded through this Headquarters to CONARC and Department of the Army.

4. Predischarge Education Program. The CG has recently signed a letter encouraging maximum effort in the Predischarge Education Program. This program is unique in that it is funded by Veterans Administration; there are no DA costs involved. Therefore, Directors of Education are

TAB C

12688

encouraged to develop the Predischarge Education Program. However care should be exercised that this program is used as an adjunct to General Educational Development and not a substitute for any portion thereof.

5. Testing. Recent staff visits to installations indicate that the testing program in a number of installations is limited. The USAFI Achievement Tests II and III are still being used as primary diagnostic tools for more advanced testing. These tests are not meant as diagnostic instruments and their use for that purpose is questionable. There are numerous tests on the market that can be used effectively for this purpose. With the emphasis on vocational education and Project Transition, the use of a variety of vocational aptitude and manual dexterity tests could greatly enlarge our testing program and provide an excellent basis for counseling students. Your attention is invited to the annual yearbook of Mental Measurement for an indication of tests that could be adapted to our program.

6. Reports. General Educational Development and Project Transition reports required by this Headquarters are listed in AR 621-5, First Army Reg 621-5, and CONARC Reg 621-4 with changes thereto. The suspense date for each report is set forth in these regulations. Consistently we have serious difficulty in getting all the reports in on time. Delays require unnecessary telephoning and loss of valuable time. Every Director of Education, as a representative of his Commanding Officer, has a responsibility to meet these suspenses. Just as you have suspenses to this Headquarters so also does this Headquarters have suspenses to HQ CONARC. These suspenses to CONARC can be met only if suspenses to this Headquarters are met. Directors of GED should give high priority to adjusting their reporting procedures in order to meet all deadlines to this Headquarters.

7. Telephone Numbers, Education Branch, First US Army. Telephone numbers in the Education Branch of this Headquarters are 4577 and 3516. The number 3516 is a Class A line which is used to make calls to installations. Request that all incoming calls to this office be placed on 4577.

8. Funding, FY 73. Reference is made to AR 37-100-73 which sets forth the new Army management structure. Beginning in FY 73 all General Educational Development activities including Project Transition will be in Account No. 871117 with a breakout at the point level as follows:

.1 - Army Education Center

.2 - Tuition Assistance

.3 - Project Transition

(APT is costed under G9600, and should be reported by Fort Dix and Fort Knox only.)

The new account is exclusively for GED activities (including Transition), whereas in the past, GED has been included in the total base operations account. Therefore, its management should be very closely monitored by Directors of GED. As the year progresses it may be necessary for this Headquarters to withdraw any excesses in order to meet unfinanced requirements at other installations. Initial budget advice has been provided your installation through Comptroller channels.

9. Educational Goals FY 73. Educational goals with supporting fund requirements will be provided in the installation account command operating programs. This document should be in the field prior to 30 June 1972. Your education goals for FY 73 will be provided you informally prior to that date.

10. Revision of First US Army Regulation 11-6. First US Army Reg 11-6 will be revised to reflect General Educational Development off-post responsibilities at an early date. Major revisions proposed will indicate support responsibilities for Fort Holabird and the northeastern counties of Maryland and the state of Delaware. Since Fort Holabird will no longer have support capabilities, the areas for which it has been responsible will be reassigned to a major post.

11. Personnel Spaces for the Support of GED and Project Transition. The personnel spaces required for the support of GED program and Transition have been distributed on appropriate personnel vouchers. These are controlled spaces and are identified for Account 871117. Close coordination is required between Directors GED and personnel management officials who control your distribution of spaces.

12. Personnel Changes.

a. Mr. Henry Stone, former Director of Education at Fort Monroe, has been appointed as Director of Education at Fort Carson, Colorado. A replacement has not been named as of this date. In the interim Mr. William Foley is acting as Director of GED at Fort Monroe.

b. Mr. Herbert Fitzell, former Director of GED at Oakdale Support Center, has recently been appointed as Assistant Director of Education at Fort Lee.

c. Mr. Romanus Shukis, former Director of Education at Fort Hancock, has accepted a position in Germany. He has been replaced by Miss Maureen Greene, formerly an intern at Fort Hamilton, New York.

d. Mr. David Kirschbaum, Director of Education at Pedricktown, a satellite of Fort Dix, has recently accepted a position in the Far East. A replacement has not yet been made.

e. Mr. John Gantz, Education Adviser, and Mr. Raymond Hillman, intern, both of Fort Belvoir have accepted positions in Vietnam. Replacements have not been named.

f. Miss Joyce A. Graydon, formerly intern at Fort Knox, has been appointed to the position of Director of GED at Oakdale Support Center.

This Headquarters is frequently advised of GED position vacancies in USAREUR and USARPAC. Normally Directors of GED are advised of such vacancies. Action should be taken to inform all advisers and qualified personnel of your installation of such position vacancies.

13. Interns. Intern personnel are supported by this Headquarters. However their identification and recruitment is a responsibility of local Civilian Personnel. At Inclosure 9 is a list of installations authorized intern positions indicating those which are vacant. Fill of these positions at the earliest possible date is of the utmost importance since there is a demand for persons at the GS-9 level. In this connection installation Directors of GED are advised that all positions in the GS 1710-9 series are frozen for fill by intern personnel. Close coordination is required between Directors of GED and Civilian Personnel Officers to insure fill of these positions at all times.

14. Revision in USAFI Courses. Announcement has been made by USAFI that the following courses have been revised:

E756 - Introduction to Carpentry

F104 - Communications I

G-H104 - Practical English Usage I

B442 - Analytic Geometry and Calculus I

B443 - Analytic Geometry and Calculus II

B462 - History of the American Negro

E514 - College Chemistry I

USAFI also announced the availability of a new course, A491, Educational Psychology.

261

15. Planning and Producing Audio Visual Materials by Jerrold Kemp, Publisher, Intext Educational Publishers, contains much information on the preparation and use of audio-visual equipment. Much material of this nature is already available at limited or no cost. Appendix C of this book is an annotated list of books, films, pamphlets and periodicals currently available in the commercial market. A copy of this appendix is at Inclosure 10 for your use. The entire book may be procured by direct contact with the publisher: Intext Educational Publishers, College Div, Scranton, Pa. 18515.

16. "A Void in Technical Education", an article by Rudy H. Kempter, appeared in the January-February issue of Performance, the official publication of the American Society for Zero Defects. The article contains implications for continuing technical education and would be of interest to those personnel interested in beginning or continuing careers in engineering or technology. It is recommended as valuable reading for Transition counselors.

17. Articles for Inclusion in Monthly Guidance Letters. Items of general interest on installation programs or information and material that might be of general use at all Education Centers should be forwarded to this Headquarters, ATTN: AHABA-PE. Such information should arrive not later than the end of the month following each fiscal quarter.

18. "Educating For the Real World". This paragraph title is the subject of the article written by Mr. Sidney P. Marland, Jr., former US Commissioner of Education, in the Commanders Digest, Volume 11, No. 8, December 1971. In the article he gives his views on "Career Education", an educational program which during the immediate future will be given highest priority by the Office of Education with Administration backing. The career education concept was developed because it was believed that our schools were not providing adequate opportunities to prepare our youth for the "world of work." It is recommended that Directors of GED secure a copy of this article and make it available to their personnel.

19. Project Transition.

a. Transition Facilities. The following industrial and educational establishments have indicated an interest in participating in the Transition Program. The names of contact officers, when available, are listed with each organization.

Jobs for Veterans National Committee, 1400 Wilson Blvd, Arlington, Virginia 22209

The Associated General Contractors of America, Inc., 1957 E Street, N.W., Washington, D.C. 20006 - Mr. William E. Dunn, Executive Director.

RCA Service Company, Electronic Trainers, Dept ET 3122, Camden, New Jersey 08101 - Mr. J. W. Garson, Manager, International Marketing.

D. R. Goldenson & Co., Inc., Resource Publications, Princeton, N.J. 08540

Xerox, Employment Opportunities, Mid Atlantic Region, 1911 N. Ft Meyer Drive, Rosslyn, Arlington, Virginia 22209 - Mr. David B. Opton, Employment Manager.

b. Reporting Procedures - Transition Expansion Report -DD-M(M&Q) 1133. Your attention is invited to First US Army message 041430Z Jan 72 which requires a regular monthly and quarterly report of the expansion of the Transition Program. In addition to instructions in ~~cited~~ message, the following guidelines are provided.

(1) Only Skill Centers will report personnel counseled under Plan 4; this is true whether the trainee was counseled at the Job Skill Center or some other installation. All other installations will report only personnel counseled under Plans 2 and 3.

(2) Job Skill Centers only will report training completed at the Job Skill Centers under Plan 4. All other installations will report training completed in their regular Transition Programs in columns 2 and 3.

(3) Totals for number counseled and number trained, line 1, must be identical with totals for lines 2, 3, and 4.

FOR THE COMMANDER:

R. W. BERGER
Major, AGC
Asst AG

10 Incl
as

DISTRIBUTION:
See next page

ANNEX D - FORCE DEVELOPMENT

1. Function.

a. Force development functions fall into six major categories:

(1) Force structuring

(2) Manpower programing

(3) Manpower allocations

(4) Manpower requirements

(5) Civilian funding

(6) Unit documentation

b. Although the Force Development Division of the DCSOT has a Force Structure Branch, actual force structuring is accomplished at DA and HQ CONARC level. It is not addressed herein. A discussion of the function and activities for which the Force Structure Branch is responsible is contained at Tab A to Appendix VII.

c. Manpower functions for Strategic Army Forces (STRAF) units are accomplished at DA and CONARC, except for preparation of draft MTOE which are prepared at unit level. They are administratively reviewed at installation level and forwarded for further review at CONUSA prior to submission to CONARC and DA for approval.

d. Manpower programing at CONUSA level is accomplished through submission of the FUSA Command Operating Program (COP), Command Operating Budget (COB), and revised through the Budget Execution Review (BER). Guidance is received from HQ CONARC via the CONARC Operating Program. A detailed discussion of the manpower programing function is included in Appendix I.

e. Manpower allocations are received at the CONUSA for General Support Force (GSF) units from CONARC. Allocations are provided by message for military and are broken out by category (Land Forces Model format). Civilian allocations are generally received by telephone and are provided for specific programing purposes, i.e., COB and BER, supported at a later date by a change to the CONARC Command Operating Program. Further discussion of this function is included in Appendix II.

f. Manpower requirements.

(1) STRAF. Structure strength (requirements) for STRAF units is determined by HQ CONARC by TOE ALO (Authorized Level of Organization). The CONUSA does not become involved in determining requirements for STRAF units.

(2) GSF. Manpower requirements for GSF units are determined by HQ CONARC through an onsite manpower utilization survey of each unit. This is accomplished by a Regional Manpower Survey Team subordinate to HQ CONARC. The CONUSA function in determining manpower requirements is limited to processing manpower surveys. Discussion of this function is included in Appendix III.

g. Funding for pay of civilian personnel follows command budget channels. Funding guidance is received from HQ CONARC. Essentially, the Comptroller receives a lump sum for FUSA activities and Force Development is given end strength data. Coordination is effected to further breakout guidance and supporting funds to installations. This function is detailed in Appendix IV.

h. Unit documentation is accomplished at unit level and forwarded through the installation to CONUSA for further review. TAADS documents are received in hard copy format and are processed and forwarded to CONARC. Minimal approval authority has been granted to HQ FUSA by CONARC for TAADS. Appendix V discusses the documentation function at CONUSA and has as an inclosure a document detailing the approval authority delegated to the CONUSA.

i. A detailed analysis of reports flowing through the CONUSA is included at Appendix VI. Essentially, there are no reports in the functional area of Force Development that are CONUSA unique. Actions at this headquarters consist of processing, consolidating, reviewing, and forwarding to CONARC. The elimination of this link in the reporting chain will surely assist in speeding data flow and undoubtedly result in a more timely receipt of and response to guidance.

j. In addition to surveying the functional areas of the Force Development activity at FUSA HQ, detailed discussions were held regarding each of the individual functions detailed in the FUSA O&F Manual. In summary, it can safely be stated that in the Force Development area, the CONUSA has minimal decision/approval authority. Approval authority is limited to some TDA applications and is detailed in Appendix V. The CONUSA can disapprove manpower actions/requests emanating from the installation if, in their opinion, insufficient justification is provided, or the request is improperly formatted. Further discussion is included at Appendix VII.

2. In conjunction with analyses performed in the functional areas of Force Development, concomitant thought was given to validating resource requirements and conclusions detailed on Forms B and C of the final installation report. To this regard it can be stated that all conclusions and recommendations previously listed remain valid. Force Development functions presently exercised at the CONUSA can and should be consolidated at major command level, with exception of the maintenance of a small residual manpower capability at Area Command level to handle the Headquarters manpower functions and process Reserve TAADS. It is believed that the retention of four spaces at Area Command to provide a Force Development capability is a realistic estimate; however, absolute space savings and staffing can only be determined and validated by following manpower survey procedures.

Appendices

I - Programing
II - Allocations
III - Requirements
IV - Civilian Funding
V - Unit Documentation
VI - Reports
VII - Functions

APPENDIX I - PROGRAMING

1. Manpower programing guidance arrives at the CONUSA in the form of the CONARC Operating Program, a Five-Year document. Guidance is given as manyears, broken out by CONUSA, and endstrength. The FUSA manpower program is derived from the CONARC Operating Program and is provided to installation level through the FUSA Command Operating Program (COP).

2. Force Development input to the FUSA COP is provided by the Manpower Branch and is in narrative format, and applicable to the entire fiscal year. Endstrength data (actual figures) are not contained therein because of the dynamic state of the program. Instead, the general attitude in relation to manpower is included and a statement furnished relating that endstrength in support of requirements will be provided by separate correspondence.

3. Endstrength data for program purposes is furnished to the installations by message in the general CONARC Operating Program format. Military endstrength is furnished by Land Forces Model and category, further discussed in Appendix II. Civilian endstrength data is broken out by Army Management Structure (AMS) Code.

4. The manpower programing function presently performed at the CONUSA is nonessential, duplicative, and only impedes the transmission of programing guidance to the installations. This function, after reorganization, should be accomplished at major command level.

Tab
A - Questions and Responses

207

QUESTIONS AND RESPONSES - FORCE DEVELOPMENT DISCUSSION

MANPOWER BRANCH

PROGRAMING (COB, BER)

1. What is the source of your manpower programing guidance?

   CONARC Operating Program (Five Years)

2. How is your manpower program developed?

   Guidance is extracted from the CONARC Operating Program and is published in the FUSA Operating Program. Guidance is published in a narrative. Endstrength changes are published as they occur.

3. What document submitted by you contains the manpower program?

   To whom?

   FUSA Command Operating Program. Endstrength is sent to installations by message or by letter.

4. In what format is the program submitted?

   CONARC COP format. Endstrength in the COB and BER by AMS Code. Military spaces are broken out Land Forces Model and Category.

5. Do you develop the manyear and dollar portions of the program?

   No. Manyears are included in CONARC Operating Program and are broken out only to Army level. They are not used at Army.

APPENDIX II - ALLOCATIONS

1. The allocation of manpower spaces at the CONUSA consists of spreading available resources in support of recognized requirements. This, in effect, is the distribution of controlled manpower, both military and civilian, endstrength as of the end of the fiscal year.

2. Distribution of endstrengths arrives by message or letter from CONARC. Receipt is in the format of the Land Forces Model which breaks down into two categories:

a. Training Establishment, with subcategories of:

(1) Trainers

(2) Instructor School Overhead

(3) TOE units in support of Army Schools

b. Support Establishment, with subcategories of:

(1) Base Operations

(2) Reserve Components

(3) Medical Services

(4) Personnel Services

3. Of the above, all spaces in the Training Establishment Category are earmarked at HQ CONARC and may not be manipulated by the CONUSA. In the Support Establishment category, Medical Services spaces are also earmarked. Within the Reserve Components Category, there are only three UIC (2 Advisory Groups and 1 ROTC) within which spaces can be spread, and because of their priority, little leeway is available. Personnel Services must be maintained at specified levels. Thus, the allocation function at CONUSA is primarily limited to spreading spaces within the Base Operations subcategory. Regulations do not permit moving spaces between the Training and Support Establishment without DA approval. Obviously, little latitude is available at the CONUSA.

4. Allocation to installations for civilian spaces are made in the form of messages detailing endstrengths and are based on requirements that exist as of that date and time. Military allocations for GSF units are formatted and distributed by the Troop Action Book. STRAF and REFORGER units receive space allocations in the form of a Troop List and merely pass through the CONUSA.

5. Essentially, the manpower allocation function at the CONUSA consists of breaking out CONARC earmarked spaces by installation, processing, staffing, and forwarding to the installations, a function most appropriate at major command level.

Tab
A - Questions and Responses

QUESTIONS AND RESPONSES - FORCE DEVELOPMENT DISCUSSION

MANPOWER BRANCH

ALLOCATIONS (Troop list, Individual Unit Vouchers)

1. How do you allocate to installations?

   By message.

2. On what do you base your allocations?

   Requirements that exist as of that date and time.

3. What format are allocations distributed in?

   Troop Action Book

4. How are your allocations received and from whom?

   CONARC. Military - message by Category (Land Forces Model), Officer, and EM. Civilian - Phone call, usually for specifics; i.e., COB, BER, supported at a later date by a change in CONARC Operating Program.

5. How much earmarking is done at this headquarters?

   None.

6. Is the DAMPL used in allocating manpower spaces?

   Yes, except for Base Operations (Z accounts).

7. Do you have an automated Force Accounting System (FAS)?

   Manual and automated.

APPENDIX III - REQUIREMENTS

1. Manpower requirements are determined in one of the following three ways:

a. Manpower Surveys.

b. Requests from subordinate units and activities.

c. Directed changes from HQ DA and CONARC.

2. Manpower surveys are conducted by Regional Manpower Survey Teams assigned to HQ CONARC. The schedule for installation manpower surveys is compiled at CONARC and furnished to the CONUSA. The Requirements Section of the Manpower Branch, Force Development Division, insures that installations are informed of impending manpower surveys and conduct a presurvey review of the CSFOR-76 Manpower Utilization Survey document to ensure proper preparation. The document is broken down and staffed within FUSA HQ with interested/appropriate staff activities. Upon completion of staffing, the documents are returned to the installation. During the survey, progress is monitored. At completion, reclamas are staffed and FUSA comment is provided and forwarded to CONARC. Upon receipt of the approved document, a TDA update is conducted.

3. Requests from subordinate units and activities for changes in manpower requirements are reviewed at the CONUSA. Decision authority is limited to disapproval only. This is generally restricted to disapprovals for insufficient justification or improper formatting. For actions that approval is sought, staffing within CONUSA headquarters is accomplished and the requirement forwarded to CONARC with FUSA comment.

4. Changes by DA and CONARC are staffed and implemented as directed.

5. This function is not required at Area Command and should be included within the Force Development Activity at major command level.

Tab

A - Questions and Responses

QUESTIONS AND RESPONSES - FORCE DEVELOPMENT DISCUSSION

MANPOWER BRANCH

REQUIREMENTS (COB, BER, MANPOWER SURVEY)

1. How much and in what way do you participate in development of the COB and BER?

   Provide input to Comptroller and to installation for developing manpower requirements for the COB and BER.

2. What are your actions in processing manpower surveys?

   Review installation documents prior to surveys. Staff presurvey documents, and provide FUSA comment on completed survey form. Conduct TDA update upon receipt of approved document.

3. Are Army-wide requirements documented by unit and AMS in a listing as opposed to individual CSFOR-76 Reports?

   Yes. Records maintained at this headquarters are not automated; however, they do receive a copy of the CONARC automated run.

4. Are recognized requirements used as the base for spreading allocations?

   Yes.

APPENDIX IV - CIVILIAN FUNDING

1. Funds for civilian pay follow normal budget channels. Dollar guidance for the ensuing fiscal year is provided in the CONARC Operating Program.

2. Essentially, the FUSA Comptroller receives a lump sum of money to finance FUSA missions and activities. Endstrength data is provided to the Force Development Division. Both dollar and endstrength data is provided to the Activity Directors responsible for OMA Programs. After analysis and alignment of priorities, the Activity Directors provide the Comptroller with their desired breakout of funds to support all requirements.

3. Funding and endstrength guidance is provided in a like manner to the installations.

4. The civilian funding function within the Force Development area of interest can best be accomplished at major command level. No requirement exists to require its retention at the Area Commands.

Tab
A - Questions and Responses

QUESTIONS AND RESPONSES - FORCE DEVELOPMENT DISCUSSION

DCSCOMPT, BUDGET BRANCH

CIVILIAN FUNDING (Source: Mr. Tompkins, DCSCOMPT)

1. What is the source of your funding guidance?

   CONARC Operating Program. FUSA is given a lump sum of money and an endstrength and told to finance it.

2. Describe your distribution of funding guidance procedures and format.

   Activity directors responsible for OMA programs provide the Comptroller with their desired breakout of funds.

APPENDIX V - UNIT DOCUMENTATION

1. The unit documentation function at the FUSA HQ is performed by the Documents and Force Structure Branches, Force Development Division of DCSOT. Procedures include reviewing TAADS documents for content, adherence to directives, correctness of data contained thereon, and proper formatting. Guidance concerning TAADS is received from CONARC and published for subordinate installations to meet FUSA requirements and objectives. Responsibility for processing documents is split between the Documents Branch and the Force Structure Branch. The Documents Branch handles all TDA and the Force Structure Branch processes TOE and MTOE, both STRAF and GSF.

2. TAADS documents are received at the CONUSA in hard copy and are forwarded, after review, to CONARC in both hard copy and magnetic tape.

3. Total responsibility for FUSA HQ TAADS documentation is vested in the Force Development Division. Input is received from staff sections/activities and the Documents Branch prepares the Headquarters TDA.

4. It became immediately apparent that VTAADS is an unknown quantity among personnel at this headquarters. Comments ranged from "What is VTAADS?" to only vague recollections of having even heard the term. Thus, discussions concerning implementation of VTAADS were severely curtailed.

5. In addition to processing Active Army TDA, the CONUSA also handles Reserve Component TDA. All Reserve TDA are received at FUSA by the DCSRF in hard-copy format. They are forwarded to the Documents Branch for processing and coordination. Like other functions, no final authority exists at this level. The document can be returned for additional justification or forwarded to higher headquarters for approval.

6. Basis of Issue Plans (BOIP) with regard to Reserve TDA are forwarded to major ARCOM and the DCSRF for input data. Upon receipt of data, entry in the proper format is accomplished and the BOIP returned to CONARC. After approval and receipt at the CONUSA, the document is forwarded to the DCSRF and major ARCOM.

7. Approval authority regarding certain functions applicable to TDA has been delegated to the CONUSA. This authority is generally restricted to internal adjustments between TDA and changes of noncontrolled MOS. This document is included at Tab B.

8. With the exception of a small residual force development capability to handle internal headquarters manpower functions and process Reserve Component TDA, the unit documentation function should be consolidated at major command level. However, it should be noted that a large portion of the effort exerted in the Documents Branch is directed towards correcting and returning TAADS documents improperly prepared at the installation level. Additional expertise and stability is required at the installation to insure rapid processing under any organizational structure. This could prove a major problem under VTAADS.

Tab
A - Questions and Responses
B - Delegation of Approval Authority

QUESTIONS AND RESPONSES - FORCE DEVELOPMENT DISCUSSION

DOCUMENTS BRANCH

UNIT DOCUMENTATION

1. Describe your procedures followed upon receipt of TAADS documents?

   Review for content and adherence to directives. Ensures correctness of data contained thereon and proper formatting.

2. In what form (hard-copy or punchcard) are TAADS documents normally received?

   Hard-copy.

3. To whom do you forward TAADS documents?

   CONARC, in hard-copy and magnetic tape (both).

4. What are your internal headquarters responsibilities for documentation?

   Total responsibility for headquarters personnel and equipment. Input comes from the various headquarters staff sections.

5. What effect will implementation of VTAADS have on your TAADS procedures?

   Unknown. This headquarters is very much unaware of VTAADS.

6. When do you predict VTAADS can be implemented at HQ DA?

   N/A

7. Describe Basis of Issue Plans (BOIP) with regard to Reserve TDA.

   Forwards to major ARCOM and DCSRF for input data. Data is entered upon receipt in proper format and returned to CONARC. Approved BOIP are forwarded to DCSRF and major ARCOM.

FORCE STRUCTURE BRANCH

UNIT DOCUMENTATION

1. Describe your procedures followed upon receipt of TAADS documents.

   Force Structure - Handles all MTOE. Actions include processing, reviewing for format and adherence to directives and authorized ceilings, and staffs the documents with appropriate staff elements within FUSA.

2. In what form (hard-copy or punchcard) are TAADS documents normally received?

   Hard-copy.

3. To whom do you forward TAADS documents?

   CONARC.

4. What effect will implementation of VTAADS have on your TAADS procedures?

   Not aware of VTAADS. Only heard about it.

277

APPROVAL AUTHORITY DELEGATED TO CONUSA

1. References:

a. AR 10-10

b. AR 570-2

c. AR 570-4

d. AR 611-101

e. AR 611-102

f. AR 611-112

g. AR 611-113

h. AR 611-201

i. AR 611-202

j. AR 614-100

k. DA Pamphlets 20-500 series and 616-500 series (DA Staffing Guides)

l. CPR 505

2. It is the responsibility of all commands, staff agencies and activities preparing or approving authorization documents to insure compliance with Department of the Army and CONARC policies governing:

a. Organization of units and activities.

b. The establishment and classification of personnel positions, to include the selection of MOS or civilian series codes and proper position grading.

c. Equipment authorizations.

3. In an effort to insure units have approved documents as soon as possible, page 9-3 is a listing of approval authority delegated to the Commanding Generals, CONUSA for TDA within CONARC authority as listed in AR 310-49.

4. In addition to documents that require DA or CONARC approval in accordance with AR 310-49 as amended by page 9-3, Manpower Survey TDA, HQ CONUSA TDA, and any documents which contain exceptions to standards must be submitted to CONARC for approval.

5. The following will apply pertaining to this delegated authority.

a. CONUSA will insure documents are prepared in accordance with references in paragraph 1 above and guidelines issued by DA and CONARC.

b. Magnetic tape containing changes will be submitted to this headquarters immediately upon approval.

c. General Orders will be published and forwarded with detailed document.

d. Documents will be given a detailed post publication review by this headquarters. Changes to a document made by this review will be accomplished by furnishing a magnetic tape and a DA Form 2028 to CONUSA indicating changes. CONUSA will be directed to implement changes immediately and to make pen and ink changes, or publish new documents whichever is appropriate.

D-V-B-2

APPROVAL AUTHORITY DELEGATED TO CONUSA

1. Decrease or realign personnel authorizations between TDA units.

2. Decrease equipment requirements and authorization of TDA units.

3. Change TDA to reflect the increase, decrease or realignment of personnel requirements as reflected in Schedules X approved by CONARC.

4. Change officer branch material designation in TDA to recommended branch.

5. Change noncontrolled enlisted MOS in TDA.

6. Change designation of General Staff with Troops positions per AR 614-100 as modified by Incl 6.

7. Establish or change officer grades 05 and below which meet the criteria outlined in AR 611-101 and/or appropriate staffing guides. See Incl 6 for criteria pertaining to grades outlined in staffing guides.

8. Exchange authorizations within and between TDA, without changing the proponent's total demand on HQ DA for - officers by branch material requirement - warrant officers by MOS - controlled enlisted MOS.

9. Adjust enlisted grades E7 and below in TDA to meet criteria outlined in AR 611-201 which do not increase demands on DA for controlled MOS.

10. Establish E8 and E9 positions in TDA, within the criteria outlined in AR 611-201 and staffing guides, which do not increase demands on DA for controlled MOS. See Incl 6 for information relative to CSM positions.

11. Make DA-directed MOS changes.

12. Make DA-directed LIN changes.

13. Make AMS code changes.

14. Change grade level and positions structure of civilian positions, GS-13 and below.

15. Change equipment in Sections IV and V TDA.

D-V-B-3

280

APPENDIX VI - REPORTS

1. Reports flowing through and associated with the Force Development function at HQ FUSA are listed at Tab A, CONUSA Survey Reports Collection Form. These reports encompass all manpower functions at CONUSA level. Data included on the reports collection form includes RCS, manual or automated format, authority, requiring agency, disposition of reports at CONUSA, and number of personnel associated with processing of the report.

2. Analysis reveals that there are no reports in the Force Development area that are CONUSA unique. Actions at HQ FUSA consist primarily of processing, consolidating, reviewing, and forwarding to CONARC. This function is both time-consuming and apparently nonessential. The review function reduces the time available to installations between cutoff dates and submission dates since FUSA must interpose itself in the processing chain. The obvious result is inadequate and sometimes inaccurate preparation at installation level in order to meet suspense dates to FUSA, where the report is merely reviewed, staffed, and forwarded.

3. The elimination of CONUSA from the reporting flow network can only insure a more rapid distribution of required data. Since reports will no longer be routed through the CONUSA, perhaps additional time can be granted installations for preparation of reports. Their receipt at major command headquarters for final review prior to passing to DA is a logical step and one which can be supported.

Tab
A - Reports Collection Form

Instructions for Completion of
CONUSA Reports Collection Form

1. Complete information in heading of form. List the name of the staff office down to the appropriate division, branch or section level.

2. What functional (and sub-functional) areas is the staff office involved with? Enter the functional area(s) in the heading and explain in detail in the Remarks column when it is necessary.

3. This paragraph pertains to responsee to be entered on form which deals with reports which First US Army receives from the installation(s).

a. Enter title/name of report in column (a).

b. Enter RCS in column (b). If no RCS exists, place "NONE" in column (b).

c. Enter in column (c) the format in which the report is received at First US Army.

(1) If the report is typewritten or otherwise prepared by hand enter an "X" under m in column (c).

(2) If the report received at First US Army is a computer printout, punch cards, magnetic tape, etc, enter an "X" under a in column (c). Beneath the "X" entry, record the medium; for example, "punch cards."

d. Enter in column (d) where reports originate at the installation level. In other words, what office at installation level prepared the report?

e. What is the authority for the reports received at First US Army? Enter in column (e) the AR, CONARC Reg, First US Army Reg, etc, which requires the report. (Explain linkage between AR and implementing CONARC/First US Army regulations in column (i).)

f. Is the report a CONUSA unique? Enter a Yes or No in column (f) and explain in column (i).

g. Is the report a CONARC unique? Enter a Yes or No in column (g) and explain in column (i).

h. Does the CONUSA CG have the authority to change the report? Enter a Yes or No in column (h) and explain in column (i).

4. This paragraph pertains to responses dealing with the disposition of reports at the CONUSA.

a. Enter in column (j) how report is used at FUSA.

b. Enter in column (k) if report is forwarded from FUSA.

c. Enter in column (l) if report is used by FUSA as input for a CONUSA prepared report.

d. Enter in column (m) if report is retained solely at CONUSA.

D - II - 1
B-81-A

e. If report is not retained solely at CONUSA, enter in column (n) where report is forwarded.

5. Column (o) requires two entries:

a. Enter the title and RCS, if appropriate, of each report furnished to the installation level.

b. Enter in the "initiated by" column whether this report is CONUSA initiated or if it originates at a higher headquarters.

6. Enter in column (p), "Personnel", how many individuals in the office, division, branch, or section are directly associated with processing the report at FUSA. The information entered in column (p) must reflect the required, authorized and the number actually employed.

7. The last column (q) of the form is titled "Remarks." For any area that needs further elaboration or where space is insufficient within the other columns, cross reference the appropriate column under "Remarks" and explain.

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSOT
DIVISION Force Development
BRANCH Force Structure, Manpower, and Documents
SECTION

DATE OF INTERVIEW 17 April 1972

FUNCTIONAL AREA(S) Manpower, Requirements, Allocations Civilian Funding, and Unit Documentation

NAME OF INDIVIDUAL CONTACTED MSG Pieklienak

PHONE # 3050

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
Parachute Duty Positions (CON FM 691-R)	ATPER-96	X		1A Staff,SAA	CON Reg 1-7 Jul 65	NO	YES	NO	Req and format estab by CONARC
Projected Officer Space (CONARC FM 287-R)	ATPER-118	X		DIRPA	CON Reg 616-3, Aug 70 1A Reg 616-1 Sep 69	NO	YES	NO	Req and format estb by C[illegible]RC
Manpower Utilization Survey (DA FM 140, 140-1 thru 140-5)	CSFOR-76	X		DPTSEC	AR 570-4,Oct 69, CON Reg 1-45, Oct 67 DA Pam 570-4, Mar 70	NO	NO	NO	Req and format estb by CONARC
Manpower Utilization and Requirements (1AA FM 1001-1)	CSFOR-78		X	DPTSEC	AR 570-3, Mar 71, CON Reg 600-4, Sep 71, AR 37-100-72, Jul 71	NO	NO	NO	Req and format estb by DA
Manpower Subject to DA Manpower Voucher (DA FM 1043)	CSFOR-128 (MIN)	X		DPTSEC	AR 570-6, Jul 70, w/ CON Suppl	NO	NO	NO	Req and format estb by [illegible]
Equipment Survey Report	CSFOR-131	X			CON Ltr ATFOR-DD-ESO, 1 Oct 71 w/1st Ind 1A AHABC-FD, 21 Oct 71	NO	YES	NO	Insta[illegible] surveys fwd direct -

D-VI-A-3

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
Used to verify TDA Auth Positions	YES	NO	NO	CONARC ATPER-MPD	N/A	N/A	2	2	2	Documents Branch
NONE	YES	NO	NO	CONARC ATPER-MPD	N/A	N/A	2	2	2	Manpower Branch
- For manpower management, analysis	YES	YES	NO	CONARC ATFOR-MCD-UR	N/A	N/A	6	6	6	Manpower Br. Submissions from Instl be returned or changed by FUSA prior to final approval only.
Used to develop MIL/CIV strengths, financial data workloads	YES	NO	NO	DA-FOR MFC CONARC ATFOR-MCD-UR	N/A	N/A	2	2	2	Manpower Branch
Used to develop MIL/CIV strengths for FUSATV	YES	YES	NO	CONARC ATFOR	N/A	N/A	2	2	2	Manpower Branch
Used as a base document for any future Instl updates of TDA, Sec III thru V	YES/NO	NO	NO	CONARC ATFOR-DD-ESO	N/A	N/A	7	7	7	Documents Branch
Used as a base document for any future instl updates of TDA, Sec III thru V.	YES/NO	NO	NO	CONARC ATFOR-DD-ESO	N/A	N/A	7	7	7	Documents Branch

AD-A047 031 OFFICE OF THE CHIEF OF STAFF (ARMY) WASHINGTON DC MA--ETC F/G 15/5
FUNCTIONAL STUDY OF CONUSA (CONTINENTAL U.S. ARMY) MANAGEMENT.(U)
MAY 72

UNCLASSIFIED

4 OF 20
AD
A047031

(r)

CONARC Disposition

Parachute Duty Positions ATPER-96	-	This report is received at CONARC in the DCSPER office and is used to monitor parachute duty position requirements as reflected in TAADS documents. The DCSPER forwards the document to the CONARC DCSFOR after approval for update and annotation of TDA.
Projected Officer Space ATPER-118	-	This report is received at CONARC in the DCSPER office and is used to prepare Projected Requisitioning Authority (PRA) and is feeder input for the OPO-130 report which is submitted to HQ DA.
Manpower Utilization Survey CSFOR-76	-	Report is received in the DCSFOR and is used to establish manpower. The approved report is forwarded for information to HQ DA. Approval authority has been delegated to HQ CONARC except for Survey reports pertaining to HQ CONARC and the 4 CONUSA.
Manpower Utilization and Requirements CSFOR-78	-	Part A - The Part A of the CSFOR-78 is distributed to all activity directors at HQ CONARC. Data is used to program manpower requirements in the Command Operating Program, Command Operating Budget, and at the Budget Execution Review. The CONARC DCSLOG also uses the Part A in determining Base Operations requirements. This report is forwarded to DA OACSFOR. (Note: This report is according to regulation, supposed to be forwarded to CONARC by the CONUSA, consolidated, and forwarded to DA. CONARC has never been able to perform the consolidation function and has issued instructions to the CONUSA to forward the report to DA and to CONARC. Part B - Not used.
Manpower Subject to DA Manpower Voucher CSFOR-128	-	Report received in the DCSFOR where it is reviewed for accuracy, processed, consolidated into command totals, and forwarded to DA, OACSFOR.
Equipment Survey Report CSFOR-131	-	Report received in the DCSFOR where it is checked for accuracy, the data bank is updated, report approved, and forwarded to DA OACSFOR.

D-VI-A-5

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSOT
DIVISION Force Development
BRANCH Force Structure, Manpower, and Documents
SECTION

DATE OF INTERVIEW 17 April 1972

FUNCTIONAL AREA(S) Manpower, Requirements, Allocation, Civilian Funding, and Unit Documentation

NAME OF INDIVIDUAL CONTACTED MSG Pieklienak

PHONE # 3050

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
General Officer Requirements	CSGPA-611	X		DPTSEC & DPCA	CONARC ATPER-XO	NO	NO	NO	
Non-Deployment Mobilization Troop Basis (NDMTB)	CSGPA-946	X	X	DPTSEC	AR 310-49, Mar 70, CONARC Ltr ATFOR-FS-PP 27 Apr 71	NO	NO	NO	Prepared Manually at instl and automated at FUSA level.
Review of the Training Establishment Manpower Programs (USACT)(Schools)	CSGPA-1060	X		Office of the Secretary	CON Ltr or MSG ATFOR-MCD-UR issued each year w/1A Ind, AHABC-FM	NO	YES	NO	
Deployment Readiness Report	CSGPO-23 (R1) (MIN)	X		DPTSEC	AR 220-10, Aug 71	NO	NO	NO	Status Report used by DCSOT, DCSPER, DCSLOG to ascertai whether unit should be de e
Report on Improved Manpower Management	DD-M(SA) 722	X		DPTSEC	CON Ltr, ATPER-MC-UR, 2 Sep 69 w/ 1st Ind, 1A, AHABA-KR, 1 Oct 69	NO	NO	YES	Dissemination of improvements for possible use within Cond

D-VI-A-6

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
NONE	YES	NO	NO	CONARC ATPER-XO	N/A	N/A	2	2	2	Manpower Branch
	YES	NO	NO	CONARC ATFOR-FS-PP	N/A	N/A				Force Structure Branch. RCS is supposed to have been dropped.
E	YES	NO	NO	CONARC ATFOR-MCD-UR	N/A	N/A	0	0	0	Report is often forwarded direct to CONARC Manpower Branch.
Status report by DCSOT, DCSPER, DCSLOG to ascertain whether unit should be deployed.	YES	NO	NO	CONARC ATOPS-OPS-OPS	N/A	N/A	2	2	2	Force Structure Branch. Evaluation of Units for Deployment Under POM (AR 220-10)
Dissemination of improvements for possible use within Cmd.	YES	NO	NO	CONARC ATFOR-MCD-UR	N/A	N/A	2	2	2	Manpower Branch

DAVI-A-7

CONUSA Survey (cont)

	(r) CONARC Disposition
General Officer Requirements CSGPA-611	- Report received at the CONARC DCSPER where CONUSA input is consolidated into one report and forwarded to DA, General Officer Branch of DCSPER.
Non-Deployable Mobilization Troop Basis CSGPA-946	- Report received in the DCSFOR where the Troop Basis is consolidated, supporting TAADS documents processed, and forwarded to HQ DA.
Review of Training Establishment Manpower Programs CSGPA-1060	- Report received in DCSFOR where it is processed, reviewed, consolidated, and forwarded to DA, DCSPER.
Deployment Readiness Report CSGFO-23	- Info copy of report received in DCSOPS (CONUSA forwards direct to DA). Telephonic concurrence is provided the DA Action Officer by DCSOPS if there are no problems. Adjustments are made if conflicts arise.
Report on Improved Manpower Management DD-M (SA) 722	- Report received in DCSFOR where suggested actions are evaluated, staffed, consolidated into one report, and forwarded to DA.

APPENDIX VII - FUNCTIONS

1. This appendix documents the approved organizational structure and functions of the Force Development Division, DCSOT, HQ FUSA.

2. Each function listed in Memorandum 10-1, Organization and Functions, HQ FUSA, 30 August 1971, pages 08.04 - 08.06, was discussed with responsible branches of the Force Development Division. Summaries of these discussions are at Tabs A, B, and C. Supporting CONUSA Survey Forms are attached as inclosures to each Tab. Each function shown on the Survey Form is briefly summarized and numbered for tracking to the detailed function listed in Memorandum 10-1.

Tabs
A - Force Structure Branch
B - Documents Branch
C - Manpower Branch

FORCE STRUCTURE BRANCH

1. The Force Structure Branch of the Force Development Division, DCSOT, is currently authorized, by TDA, 5 spaces and have 4 personnel assigned. Primary functions assigned to the Force Structure Branch consist of processing actions dealing with Active Army TOE units and the assignment of secondary missions to STRAF units.

2. This office is essentially a coordinator between installations and HQ CONARC. They process and consolidate reports, confirm format, staff with interested staff elements, and forward the document to CONARC. TDA are not processed by this office. Estimates are that between 200 an 250 Active Army MTOE per year are processed. Reserve MTOE are not handled by this branch.

3. The Force Structure Branch also exercises staff responsibility for actions related to the DA Force Accounting System and recommends priorities for the Active Army in distribution of personnel and major items of equipment. The preparation of a FUSA TOE Troop List of Active Army units is accomplished by this office. However, this document is prepared for the convenience and use of the staff and installations. There is no stated requirement for it.

4. Another function listed for the Force Structure Branch is the supervision of the Preparation for Oversea Movement (POM) of units and submission of reports of deploying units. Discussion revealed that they have never deployed anyone and, if required, would only task the parent installation to handle the packing and deployment.

5. In summary, it appears this branch is a processing activity only with no decision authority. Force structuring for Reserve Components is presently accomplished at DA and CONARC. After reorganization, there is no requirement for this branch at the CONUSA. Processing of MTOE for both Active Army and Reserve units should be accomplished by the Documents Branch where expertise in this vital function exists. There is no viable rationale for dividing responsibility in TAADS documents processing.

2 Incl
1 - CONUSA Survey Form Instructions
2 - CONUSA Survey Form

CONUSA SURVEY FORM

INSTRUCTIONS

This form will identify functional areas and those subfunctions identified within each functional area. The purpose of such identification is to provide a means for determining what action is being taken at FUSA within each subfunction; the number of personnel authorized to perform the subfunction (if identifiable), the number actually utilized, and what recommendations are made as to the disposition of the subfunction.

a. (Column a) Identify by name the subfunction.

b. (Column b) Identify by letter what action is taken at Army HQ on this subfunction. For the purpose of this portion of the report, use the following legend: A - Decision, B - Process, C - Consolidate, D - Issue Guidance, E - Establish Policy, F - Conduct Inspections, G - Conduct Staff Visits.

c. (Column c) Identify the level at which decisions are made relative to the subfunction. For the purpose of completing this column, use the following legend: 1 - Installation, 2 - CONUSA/ Area Command, 3 - CONARC/New Major Command, 4 - Department of the Army.

d. (Column d) Where the number of personnel authorized within the TDA to perform this subfunction can be identified, that number should be shown. If the number for the subfunction cannot be broken out show the total authorized for the function and so indicate.

e. (Column e) Show the number of personnel actually utilized in the performance of the subfunction. Where necessary use fractions, i.e., if one person performs four subfunctions, show ¼ for each subfunction.

f. (Column f) Since a recommendation will have to be made concerning many functions and subfunctions, indicate the level at which decisions should be made. Use the same legend shown for Column c.

g. (Column g) Use the Remarks Column for any additional information or to clarify other entries.

INCL 1 to TAB A to
APP VII to ANX D

Incl 2 to Tab A to App VII to Annex D

293

CONUSA SURVEY FORM

FUNCTIONAL AREA Force Development

NAME OF OFFICE Force Structure Branch

POINT OF CONTACT LTC Dufresne
Mr. Purr

TELEPHONE 7389/7274

	(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1.	Directs and prepares orders for activiation, inactivation,deployment, reorganization, and assignment of Active Army TOE Units.	B	3	.05	.05	3	All personnel assigned to this office work in all functional areas.
2.	Reviews requests to changes to TOE.	B	4	1.25	1.00	4	
3.	Staff responsibility for DA Force Accounting System.	Review	4	.05	.05	4	
	Prepares TOE Troop List of TOE Units (Active Army).	B	4	.05	.05	3	
5.	Recommends priorities for Active Army in distribution of personnel and equipment in short supply.	D	4	.75	.50	4	
6.	Supervises POM.	B	4	.05	.05	4	
7.	Approves secondary missions for Active Army STRAF units.	A	2	1.00	.75	3	

CONUSA SURVEY FORM

FUNCTIONAL AREA_____ POINT OF CONTACT_____

NAME OF OFFICE_____ TELEPHONE_____

(CONTINUED)

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
8. Staff supervision over FUSA Army DMTB & NDMTB.	B,D	3	.25	.25	3	
9. Conducts stationing studies. Coordinates and implements approved stationing plans.	B	3	.50	.25	3	
10. Recommends priorities for retention of Active Army TOE units.	Recommends	4	.05	.05	4	CONUSA recommends specific units within an overall category.
xx Branch Supervision	N/A	N/A	1.00	1.00	N/A	1 LTC

DOCUMENTS BRANCH

1. The Documents Branch, Force Development Division, DCSOT, is authorized 15 spaces and have currently assigned a total of 14 personnel. The primary function of this branch is the processing of TAADS documents.

2. The Documents Branch processes only TDA, both Active Army and Reserves, with Active Army MTOE being processed by the Force Structure Branch. However, the Documents Branch is charged with formulating, coordinating, and preparing FUSA policy and procedures for preparation of TDA, MTDA, and MTOE.

3. Functions accomplished in supervising TAADS include review to insure adherence to prescribed policy and procedures, supervision and coordination of technical review of TDA, and the publication and distribution of approved TDA. Further, they must prepare General Orders for activations, discontinuance, redesignation, and reorganization of Active Army, and Reserve TDA.

4. To accomplish the TAADS function, CONARC has delegated minimal approval authority to the CONUSA. This is discussed in Appendix V and a copy of the delegation of authority is enclosed. Briefly, authority has been delegated for approval of realignment of personnel authorizations between TDA units, changes in TDA to reflect increases or decreases approved by CONARC, adjustment of enlisted grades E-7 and below which do not increase demands on DA for controlled MOS, and authority to make DA-directed changes.

5. The TAADS function should be retained at Area Command after reorganization, but only for processing Reserve Component MTOE and TDA/MTDA, Area Command Headquarters, and Advisor Groups TDA and other TDA units required to accomplish the Area support mission. Presently, initial processing of Reserve TDA and MTOE is accomplished by the DCSRF and forwarded to the Documents Branch for final review prior to transmission to CONARC. It appears desirable to combine this function after reorganization, utilizing personnel from DCSRF for their knowledge of Reserve units, and Documents Branch with their expertise in TAADS procedures and requirements. However, it is not envisioned that an activity the size of the present Documents Branch will be required.

1 Incl
Functions Survey Form

296

Incl 1 to Tab B to App VII to Annex D

CONUSA SURVEY FORM

FUNCTIONAL AREA Force Development

POINT OF CONTACT MAJ Fields and Mrs. Gutl

NAME OF OFFICE Documents Branch

TELEPHONE 2431/7120

	(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
10.	Staff supervision over TAADS. Approve TAADS documents for which approval authority has been delegated.	A, B, D	2, 3, 4	1.00	.75	3, 4	See copy of Approval authority delegated to CONUSA inclosure 1 to this TAB.
11.	Formulates and publishes FUSA policy for preparation of TDA, MTDA, and MTOE.	E	N/A	.50	.50	N/A	Publishes policy in conformance with CONARC and DA directives.
12.	Reviews Active Army and Reserve TDA.	B	4	2.00	2.00	4	Reviews for adherence to policy and procedur
13.	Supervises and coordinates Technical review of Active Army and Reserve TDA/MTDA.	B	4	2.00	2.00	4	
14.	Coordinates publication and distribution of approved TDA/MTDA.	B	N/A	1.50	1.50	N/A	Normal staff function which should be performed af reorganization at major command level.

297

CONUSA SURVEY FORM

FUNCTIONAL AREA Force Development

POINT OF CONTACT MAJ Fields and Mrs. Guth

NAME OF OFFICE Documents Branch

TELEPHONE 2431/7120

	(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
15.	Prepares unit General Orders.	B	N/A	.50	.50	N/A	Orders are for activations, discontinuance, redesignation, and reorganization of Active Army TO
16.	Coordinates Force Development AOP requirements with MISO.	Coordination	N/A	1.00	.75	N/A	ISO for Force Development is assigned to the Documents Branch.
17.	Supervises development and maintenance of Mobilization TDA.	B	4	.50	.50	4	Last update was in 1968.
18.	Receives, reviews and processes BOIP.	B	3	1.00	.75	3	BOIP comes from DCSLOG, CONARC, thru Force Development.
19.	Reviews requests for CTA changes and changes to standards, branch, and grade authorizations.	B	3, 4	1.00	.75	3, 4	Some of the functions contained in this statement c be approved at CONARC, the others at DA. Essentia this is normal staff functions in reviewing and processing TDA.

CONUSA SURVEY FORM

FUNCTIONAL AREA Force Development

POINT OF CONTACT MAJ Fields and Mrs. Guth

NAME OF OFFICE Documents Branch

TELEPHONE 2431/7120

	(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
20.	Processes requests for commercial and emergency equipment authorizations.	A, B	2, 3	1.00	1.00	3	Approves when the action falls within those functic for which approval authority has been delegated by CONARC.
21.	Staff supervision over the Equipment Survey program.	B	3	1.00	1.00	3	
xx	Branch Supervision	N/A	N/A	2.00	2.00	N/A	1 LTC 1 GS-11 (Supv Mgt Tech TAADS)

MANPOWER BRANCH

1. The Manpower Branch, Force Development Division, DCSOT, is authorized a total of 15 spaces and has 15 personnel assigned to accomplish their mission. This branch is further divided into a Requirements Section and an Authorization Section.

2. The Manpower Branch, in addition to processing requirements for manpower spaces and distribution of endstrength data to installations, acts as the Manpower Control Office for HQ FUSA. Additional functions in the allocation/authorization area include acting on requests for changes in manpower authorizations, monitorship of civilian personnel ceilings, and adjusting authorizations in conformance with changes in personnel requirements and program changes. The Authorization Section also works closely with the DCSCOMPT in preparing and coordinating manpower sections of the FUSA Command Operating Program (COP), Command Operating Budget (COB) and Budget Execution Review (BER). Although not a member, representation is provided in Program-Budget Advisory Working Committee actions. (See Appendices I and II for further discussion of the Programming and Allocation function at HQ FUSA.)

3. The Requirements Section of the Manpower Branch is primarily interested in coordinating, staffing, and processing manpower surveys. To this effect, coordination is accomplished with the CONARC Regional Manpower Survey Team in scheduling onsite survey and provision of administrative support. This office also conducts a presurvey review of the installation's survey documents and staffs reclamas upon completion of the survey (see Appendix III). Additionally, analysis of mission changes, reorganizations, activations, and inactivations of units are made to determine their impact on manpower requirements.

4. There is no requirement for the functions accomplished by this branch for Active Army units at the Area Command level after reorganization. The majority of manpower spaces (endstrength) received at the CONUSA is earmarked; thus, little latitude is available for redistribution of spaced to other units. (See Appendix II). Essentially, FUSA does not have approval/decision authority in the manpower area. They can staff documents, or disapprove and return to the installation for further justification and/or correction of errors. Consolidation of this function at major command level after reorganization will only aid the process.

1 Incl
Functions Survey Form

Incl 1 to Tab C to App VII to ANX D

CONUSA SURVEY FORM

FUNCTIONAL AREA Force Development

POINT OF CONTACT Mr. Pariseau

NAME OF OFFICE Manpower Branch

TELEPHONE 2598/4834

	(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
22.	Acts as Manpower Control Office for HQ, FUSA.	A,B,D	2	1.00	1.00	2	Spreads manpower resources in support of recognize requirements within FUSA HQ. Decisions authority is for Headquarters only.
23.	Allocates personnel spaces to installations and activities.	A, B	2, 3	2.00	2.00	3	Decision authority only for those GSF spaces not earmarked by CONARC.
24.	Acts on requests for changes in manpower authorization.	A, B	2	.50	.50	3	Can only spread spaces that become available withi FUSA. Only CONARC can approve increases in space requirements.
25.	Monitors civilian personnel ceilings.	B	3	.25	.25	3	
26.	Adjusts personnel authorizations.	A, B	2	.50	.50	3	Spreads FUSA spaces according to priorities.
27.	Prepares and coordinates manpower sections of FUSA COP.	B, D	2,3	.25	.25	3	Provides narrative input to COP which includes ger attitude in relation to manpower for Fiscal Year i question.

CONUSA SURVEY FORM

FUNCTIONAL AREA Force Development

NAME OF OFFICE Manpower Branch

POINT OF CONTACT Mr. Pariseau

TELEPHONE 2598/4834

	(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
28.	Prepares and coordinates manpower sections of the FUSA COB and BER.	B, D	3	.25	.25	3	Furnishes installations and activity directors with endstrength guidance for COB and BER submissions.
29.	Represents Force Development in PBAC.	Participation	N/A	N/A	N/A	N/A	Force Development is not a full member, but is invited to attend meetings to represent manpower interests.
30.	Provides statistical data for briefings and Quarterly Reviews and Analyses.	B	N/A	.25	.25	N/A	
31.	Compiles and prepares reports pertaining to manpower requirements, utilization and/or authorizations.	B	N/A	.75	.75	N/A	Normal staff function.
32.	Prepares and compiles Force Accounting Structure (FAS) Listing.	B	3	.25	.25	3	Submits unit code listings to CONARC by allocation requirements, and UIC.

CONUSA SURVEY FORM

FUNCTIONAL AREA Force Development Div

POINT OF CONTACT Mr. Chandler

NAME OF OFFICE Requirements Sec

TELEPHONE 3412/6689

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
33. Coordinates scheduling of manpower surveys	B	3	.50	.50	3	
34. Supervises preparation for manpower surveys	B	N/A	.50	.50	N/A	This action is not a decision function.
35. Analyzes manpower surveys and prepares FUSA position statement.	B	N/A	.50	.50	N/A	Command statement is merely a position and recommendation.
36. Analyzes changes in unit status for impact on requirements	B	N/A	.50	.50	N/A	Mission changes, reorganizations, activation inactivations of units and installations.
37. Analyzes requests for interim adjustments of personnel requirements	B	3	.50	.50	3	
38. Reviews interim adjustments between survey periods.	B	3	.50	.50	3	Has disapproval authority, but does not have approval authority.

CONUSA SURVEY FORM

FUNCTIONAL AREA Force Development Div

POINT OF CONTACT Mr. Chandler

NAME OF OFFICE Requirements Sec

TELEPHONE 3412/6689

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
39. Conducts studies in response to higher headquarters directives.	B	3	.25	.25	3	Pertaining to manpower requirements.
40. Monitors mobilization requirements.	B	3	.25	.25	3	Reviews and recommends approval/disapproval.
41. Monitors utilization and requirements for temporary civilian personnel, TOE personnel, and contracted services.	B	3	.25	.25	3	Pertains to actions affecting permanent personnel.
42. Recommends revision of DA Staffing Guide.	B	4	.50	.50	4	Provides FUSA comment after staffing.
43. Evaluates augmentation personnel requirements for site support during AT and ROTC Advance Camp.	B	3	.50	.50	3	
44. Delineation of positions as military or civilian.	B	3	.50	.50	3	FUSA can dissapprove restrictions processing.

CONUSA SURVEY FORM

FUNCTIONAL AREA Force Development Div

POINT OF CONTACT Mr. Chandler

NAME OF OFFICE Requirements Sec

TELEPHONE 3412/6689

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
45. Performance of organizational studies.	B	3	.25	.25	3	
46. Maintenance of O&F Manual and review of local staff directives.	A	2	.50	.50	2	
~~xx~~ Branch Supervision	~~N/A~~	N/A	1.00	1.00	N/A	1 LTC

ANNEX E - INDIVIDUAL TRAINING

1. Individual Training at FUSA is divided between DCSOT for the Active Army and DCSRF for Reserve Components.

2. DCSOT is authorized 13, recognized 14, and utilized 11 individuals to supervise two training centers, allocating school quotes, supervise the Marksmanship Program, the Drill Sergeants Program, and Noncommissioned Officer Education System.

3. DCSRF is authorized 9, recognized 9, and utilized 9 individuals in the Individual Training Branch. It coordinates all matters that pertain to enrollment of Reserve Component personnel into CONARC service schools and also recommends establishment of USAR schools to satisfy FUSA requirements. Intelligence Individual Training is included because of its orientation to the Reserves.

4. Each branch will be discussed at a separate appendix.

5. The Active Army Individual Training Branch appears to be a function that could be adequately handled at D&T Command while the Reserve Individual Training Branch appears to be needed at the Area Command.

Appendices
I - Reserve Components
II - Active Army

APPENDIX I - RESERVE COMPONENTS

1. CONUSA Role.

a. What role does the Training Division play with regard to DA, CONARC, and installations in this functional area?

(1) The Individual Training Branch, DCSRF, reviews waivers of individuals who apply for service schools.

(2) It monitors the Drill Sergeant Program through staff visits and consolidation of reports from the five Reserve training divisions.

(3) It approves request for ADT/AT and processes DA Forms 1058 for publication of orders.

(4) It prepares estimates for attendance of individuals at Army Area schools.

(5) It processes applications for attendance at Senior service schools.

(6) Training Division, DCSRF, is the focal point for coordination of all actions involving establishment of training goals for mobilization entities, and for implementation of policies, directives, and procedures pertaining to Reserve Component training. Training Division, DCSRF, recommends priorities for support of equipment fill and other logistical support for Reserve Components both during inactive duty periods and during annual training periods.

(7) In addition, the Training Division coordinates all actions involving scheduling of units for annual training.

(8) In effect the Training Division, DCSRF, is the action agency responsible for implementing the general policies established by CONARC, a planning agency. Where CONARC training policies must be tailored to meet the specialized requirements of Reserve components in the FUSA area, it is the responsibility of the Training Division to establish specialized instructions.

(9) The more than 1100 mobilization entities in the FUSA area must have a focal point for resolution of day-to-day problems which arise with respect to training and training support.

b. What does the Training Division require from installations and what does it do for installations in this functional area?

(1) The Training Division is not in a position to demand that specific requirements be met at specified Class I and Class II installations or at inactive duty sites.

(2) The Training Division does, however, specify the type of facilities which are essential for Reserve Component training in terms of equipment facilities and training areas. Based upon the requirements for facilities as established by the Training Division, other agencies of the FUSA are given the responsibility of ensuring that Reserve Component requirements for training facilities are satisfied.

(3) The Training Division, DCSRF, makes periodic visits to installations to check adequacy of facilities for Reserve Component training. In turn, DCSRF, Training, can coordinate the utilization of Reserve Component troop and equipment assets throughout the FUSA area to accomplish projects at installations which will materially benefit both the Active Army and the Reserve Components. These projects could range from land rehabilitation to construction of training facilities, to community service-oriented projects. The projects are accomplished through mutual support programs between the Active Army and Reserve Components. Mutual support for individual training will primarily be in the field of facilities support.

c. What does the Training Division do for CONARC in this functional area? (CONARC Requirements)

(1) The Training Division, DCSRF, coordinates all matters pertaining to enrollment of Reserve Component personnel into CONARC service schools and also recommends establishment of specific USAR schools to satisfy FUSA requirements.

(2) The Training Division implements specialized training programs based upon directives or guidance received from CONARC. A good example of a specialized training program which has been recently implemented is the Airmobility Training Program.

(3) There must continue to be regional headquarters throughout CONARC to coordinate training programs and to ensure that the span of control does not become completely unwieldy. The staff section which is CONARC's agency, in this case the Training Division, DCSRF, must have sufficient expertise to understand Reserve Component training problems on a regional basis and be able to work out solutions to these problems to satisfy CONARC training requirements.

d. What does the Training Division, DCSRF, do for DA in this functional area?

The relationship of DCSRF, FUSA, to Department of the Army is not considered an important relationship with respect to establishment or implementation of training policies. FUSA as a subordinate command of CONARC, deals directly with CONARC. Nearly all guidance received from DA is received through CONARC. Direct coordination between FUSA and DA is not authorized. Where specialized projects are involved, such as the OSD study, CONARC authorizes direct coordination between FUSA and interested agencies on an "as needed" basis.

2. Intelligence Individual Training.

a. DCSI has the staff supervision and operational control of the FUSA Area Intelligence School. The primary mission of the school is training Reserve Component individuals in seven intelligence MOS. Active Army may attend but DA does not recognize area schools as MOS producing.

b. The yearly student load is approximately 500, with only four or five being Active Army. The Program of Instruction is written and approved by the Intelligence School.

c. Funding is provided through programs 4 and 5, with $10,000 beint requested for FY 73.

d. CONUSA plans, coordinates, supervises, funds, and operates the area school for DA and CONARC.

e. CONUSA allocates the manday space for both instructor and student Reserve Component personnel.

f. CONUSA operates the school under the direction of CONARC, using Circular 350-7 as a guide.

g. No action required by DA.

h. One individual in Operations Branch monitors the program. The instructors are Reservists on active duty for training.

Tabs
A - CONUSA Survey Reports
  - Collection Form
B - CONUSA Survey Form

209

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSRF
DIVISION Training
BRANCH
SECTION

DATE OF INTERVIEW 18 Apr 72

FUNCTIONAL AREA(S) Reserve Components/Training

NAME OF INDIVIDUAL CONTACTED LTC Mercier

PHONE # 7443

(a) Title/Name of Report	(b) RCS	(c) m	(c) s	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
E-I-A 1. Planned Input to Army Service Schools	DCSOT (None)	X		MUSARC	CON Suppl 1 to AR 351-7	YES	NO	NO	1AA Form 547 is distrib[illegible] the MUSARC - These 16 [illegible]rt are consolidated and forward to DCSOT (Schools) and place FUSA Active/Reserve school input report and submitted to HQ CONARC (ATIT-TI Report is forwarded to DCSOT annually on/or about 15 Jan.
E-I-4 2. USAR School Student Enrollment CONARC Form 920-R	ATIT-2369R4)	X		USAR Schools	Annex AL, CON Reg 350-1	NO	YES	NO	Reviewed at CONUSA for accur and proper format.
3. United States Army Reserve Schools Estimated Training Lit-erature Requirements CONARC Form 919-R	None	X		USAR Schools	Annex AL, CON Reg 350-1	NO	YES	NO	This is four separate report BOBC-BOAC IDT and AT, CGSC I and AT.
4. Student Enrollment and Attend-ance Report 1AA Form 585	AHARF-I	X		USAR Schools	FUSA Reg 140-8	YES	NO	YES	The form, its use, and frequ of reporting is under contro CONUSA CG.
5. Student Enrollment 1AA Form 528-R	None	X		USAR Schools		Yes	NO	YES	The form, its use, and frequ of reporting is under contro CONUSA CG.

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1. School Quota Input	YES	YES	NO	DCSOT		MUSARC's	1	1	1	No Comment
2. None	YES	NO	NO	CONARC		CONARC	7	3	3	
3. None	NO	YES	NO	Service Schools		CONARC	7	3	3	Consolidated at FUSA before forwarding.
4. Monitor Continuing Attendance in order to adjust school staffing.	NO	NO	YES	NO		FUSA	7	3	3	
5. Used to staff USAR Schools	NO	NO	YES	NO		FUSA	7	3	3	

(r)
CONARC Disposition

	USE	DISPOSITION
2. ATIT 236(R4)	To advise this headquarters and interested agencies of yearly activations and organizational data pertaining to the various USAR Schools within CONUS and oversea commands and the establishment of departments and satellites; and to provide data on student enrollment at USAR Schools. Information is used to evaluate, improve, and monitor the USAR School program effectiveness as pertains to staff, faculty, and student strengths; and to assist DA in preparing budget estimates.	Internal

E-1-A-3

E-1-A-3

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSRF
DIVISION Training
BRANCH Individual Training
SECTION

DATE OF INTERVIEW 18 Apr 72

FUNCTIONAL AREA(S) Reserve Component/Training

NAME OF INDIVIDUAL CONTACTED LTC Mercier

PHONE # 7443

(a) Title/Name of Report	(b) RCS	(c) m	(c) s	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
6. Rosters of CGSC Students eligible for Phase X	None	X		USAR Schools	CON Cir 350-2	NO	YES	NO	Separate rosters for U[illegible]NC and RCPAC assigned stu[illegible]s.
7. Nominations for Attendance at Instructor CG Training Conference	None	X		USAR Schools	CON Cir 140-2	NO	YES	NO	
8. Association of the United States Army USAR School Award	None	X		USAR Schools	AR 140-126	NO	NO	NO	
9. Staffing Guide, AHARF Form 18.	None	X		USAR Schools	Annual Directive letter, FUSA	YES	NO	YES	The form, its use, and freque of reporting is under control of CONUSA CG.
10. Rosters of Instructor Personnel for IDT Phases of BOAC	None	X		FUSA	Anx AL, CON Reg 350-1	NO	YES	NO	Letter form, made up a[illegible]SA from information extrac[illegible] from Form 18, Staffing Guide

E-I-A-4

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
6. Used to control staffing of Input to CG/SC	No (Phase)	No	Yes	No		FUSA	7	3	3	
7. Allocation of spaces made against quota provided FUSA	RCPAC & NG rosters	No	USAR Roster retained	RCPAC NGB		USAR Schools	7	3	3	
8. Selection made of Attendees against quota provided FUSA	Yes	No	Yes to secure orders	CGSC after selection is made		USAR Schools	7	3	3	
9. None	Yes	No	No	OCAR, DA		USAR Schools	7	3	3	
10. Rosters used at FUSA to assign instructors to AT Tours	Yes	No	Yes see j	Service Schools		FUSA	7	3	3	

CONUSA Survey (cont)

(f)
CONARC Disposition

Not Applicable

CONUSA SURVEY FORM

FUNCTIONAL AREA Individual Training

POINT OF CONTACT LTC Mercier

NAME OF OFFICE DCSRF

TELEPHONE 7443

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Reviews and forwards requests for waivers for eligibility requirements	A,B,C,D,E	1,2,4	.32	.32	2	A review of a request for waiver will determine if the decision can be made at CONUSA level or must be forwarded to the school or Department of Army.
2. Prepares directives and reports	A,D	2,3,4	.50	.50		Based on policy and guidance received from DA and CONARC, regulations, letters of instruction and directives are prepared and distributed to the field.
3. Monitors, coordinates, and supervises Drill Sergeant training for Reserve Component pers	A,B,C,D,E F,G	2	.32	.32	2	HQ First US Army monitors and coordinates Drill Sergeant training, conducts staff visits, provides guidance and process applications for Reserve personnel to perform ADT for attendance to a Drill Sergeant school. This office also consolidate a Drill Sergeant report from five training divisions and submits a quarterly Drill Sergeant report to CONARC.
4. Processes applications for ADT/AT	E,D,B,A	2	1.32	1.32	2	Army HQ approves request to perform ADT/AT and processes DA Form 1058 for the publication of orders and the disbursement of MDS & Funds to support the tour of duty.

CONUSA SURVEY FORM

FUNCTIONAL AREA Individual Training

POINT OF CONTACT LTC Mercier

NAME OF OFFICE DCSRF

TELEPHONE 7443

	(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
5.	Prepares estimate of input for Service and Army Area Schools	E,D,C	5,2,3	.32	.32	3	Implementing letter released by Army HQ to MUSARC. MUSARC solicits input from subordinate units. Reports are submitted to Army HQ for consolidation and submission to CONARC thru DCSOT, HQ First US Army.
6.	Supervises the Service School Program	A,B,C,D,E F,G	2,3,4	.50	.50	2	Because the supervision of the program includes determining course availability, requests for bulk and individual quotas requirements and the allocatic of quotas, the action at CONUSA and decision points varied.
7.	Recommends allocation of quotas for special courses and seminars	D,C,B	3,4,2	.32	.32	2	Courses and seminars are announced by DA and CONARC. Implementing letter released by Army HQ to MUS Recommended selections forwarded to DA and CON for final decision.
8.	Processes and forwards to higher HQ applications for attendance at Army War College, Command & General Staff College, Armed Forces Staff College & Other Senior Officer Special Courses.	B,C,D	4	.33	.33	4	HQ First US Army establish suspense dates to the Major USAR Commands for applications to arrive at this HQ according to prerequisites and cut off dates established by OCAR. This office also screens applications, establish priority that have been set by MUSARC Commanders and forward applications thru CONARC to OCAR.

CONUSA SURVEY FORM

FUNCTIONAL AREA Individual Training

POINT OF CONTACT LTC Mercier

NAME OF OFFICE DCSRF

TELEPHONE 7443

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
9. Monitors and coordinates Marksmanship training for Reserve Component personnel.	B,C,D,F, G	3	.33 .33	.33 .33	2	HQ First US Army estblishes policy according to Department of the Army regulations, monitors and inspects the Marksmanship program in the units, provides guidance, conducts staff visits and observes field firing at clinics and matches.
10. Develops, recommends, and promulgates policy governing the establishment, supervision and operation of USAR schools.	A,D,E	2 (Based on CONARC and DA Reg)	.33 .33	.33 .33	2	1. Determines the number and location of USAR schools. 2. Authorizes establishment of Command & General Staff College, Branch Officer Advance Course, Branch Officer Basic Course, National Security Management Course, NCO Academy, and MOS courses. 3. Determines BOAC yearly phase of instruction to be conducted during a particular school year. 4. Organizes Staff and Faculty for each USAR School. 5. Issues guidance thru directives, establishment of policies, conferences, correspondence, messages, personnel contact and telephone conversations. 6. Maintains records considered necessary for the administration of the program.

E-1-B-3

CONUSA SURVEY FORM

FUNCTIONAL AREA Individual Training

POINT OF CONTACT LTC Mercier

NAME OF OFFICE DCSRF

TELEPHONE 7443

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
11. Prepares directives, correspondence and reports pertaining to USAR Schools	A,B,C,D	2	.33 .33	.33 .33	2	1. Writes regulations of USAR Schools 2. Writes instructional circular on annual training for CGSC, BOAC, BOBC, NCO Acad, special missions. Publishes detailed AT schedule for USAR Schools staff/faculty and students. 3. Writes letters in reply to USAR school inquiries and to disseminate instructions pending their inclusion in regulations. 4. Reviews all reports and corrects those that are not complete prior to submission to CONARC. Nine recurring reports.
. Respond to DA, CONARC, TAG and MUSARC correspondence and telephonic actions.	B	2	2.00	2.00	2	

E-I-B-4

CONUSA SURVEY FORM

FUNCTIONAL AREA Individual Training

POINT OF CONTACT LTC Mercier

NAME OF OFFICE DCSRF

TELEPHONE 7443

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
13. Reviews eligibility requirements for USAR School enrollments and acts upon request for waivers of prerequisites.	A,B,E	2,3	.33	.33	2	Determines student qualification for enrollment when USAR school commandant cannot make determination. Requests academic information from CGSC and service schools.
14. Conducts liaison and inspection visits to USAR schools, ARCOM & MUSARC.	D,E,F,G	2	.10	.50	2	Visit parent schools sites and offsite classes, observes training and writes staff visit reports for the Chief of Staff. Take action and follows up on problem areas found. Conducts annual training conferences for USAR schools key staff faculty members.
15. Develops, prepares, coordinates, and promulgates the AT schedule for USAR schools and monitors the conduct of AT.	A,B,D,E,F G	2	.25	.25	2	Designates Host USAR schools to conduct annual training. Selects USAR schools training sites Attend pre-camp AT conferences and render assistance and guidance. Observe AT. Maintains close coordination with other armies at Army service schools, ARCOMS, MUSARC, and USAR schools and ARNG. Programs and schedules student input for each phase of instruction. Assign AT mission to faculty members.
16. Reviews, processes, and approves applications for ADT/AT with USAR schools received from USAR schools staff and faculty, USAAC faculty augmentation pers, & troop program units students	A,B,E	2	.25	.25	2	Involves approximately 3500 DA Form 1058, application for active duty for training. Requests orders on approved request; disapproved requests are indorsed thru channels to originator.

330

E-1-B6

CONUSA SURVEY FORM

FUNCTIONAL AREA Individual Training

POINT OF CONTACT LTC Mercier

NAME OF OFFICE DCSRF

TELEPHONE 7443

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
17. Projects estimates of pay drill spaces required to support the USAR schools program each school year, and distributes authorized spaces by preparing staffing guides	A,B,C,D,E	2	1/20 .22	1/20 .12	2	Collects statistical data on number of instructional departments, number of classes and student input for the following school year to base estimate of pay drill space augmentation required to support training. Submits requirements to CONARC. Distributes paid drill spaces at the end of the student enrollment period.
18. Monitors USAR schools use of paid drill spaces through approval of assignment of staff and faculty and review of student enrollment and class organization.	A,B,D,E	2	1/20 .22	1/20 .20	2	Keeps a current personnel record of assigned staff/faculty members and determines position vacancies. Reviews student attendance reports for the continuance of undersubscribed classes with paid drill instructors. Reviews staff/faculty assignments assure personnel qualifications.
19. Reviews, approves, and monitors the establishment of courses of instruction at USAR schools	A,D,E	2	.25 .25	.25 .1	2	Authorizes all courses of instruction before 31 Oct each school year. Reviews prerequisites for enrollment when requested. Approves or disapproves re-enrollment in a course of instruction. Estimates th number of student and instructor packets of instructional material to be used within the command. Sub mit requirements to CGSC and Branch Schools. Requisitions inactive duty phases and AT training materia Assures that USAR schools establish and maintain a library of military publications to support the instruction.

CONUSA SURVEY FORM

FUNCTIONAL AREA Individual Training

POINT OF CONTACT LTC Mercier

NAME OF OFFICE DCSRF

TELEPHONE 7443

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
20. Reviews, processes and approves requests for use of vocational schools and the contract hire of civilian instructors.	A,B,D,E	2	.10	.10	2	Determines the training necessity and the unavailability of qualified instructors prior to requesting contractual action on the hire of civilian instructors and the use of vocational schools.
21. Controls USAR, NG and Active Army input into Phase X CGSC and USAR officers to attend USAR School CGSC Instructor Training Conference.	A,B,C,D,E	2	.20	.20	2	Within assigned space allocations, selects students and submit rosters to CGSC. Maintains liaison with CGSC concerning eligibility.
. Establishes, administers and supervises the First US Army Instructor Training School to include student input.	A,D,E, F,G	2	.10	.10	2	Organizes the FUSA area instructor training sch yearly. Establishes policy, prerequisites for attendance. Announces training periods and sites; allocates spaces. Reviews, approves, and request orders for students selected. Recruit and selects qualified members for staff/faculty. Consults with staff/faculty members and obtains recommendations for improvements. Conducts mid-winter conferences and workshops.

APPENDIX II - ACTIVE ARMY

1. CONUSA Role - Individual Training Branch, DCSOT, is the focal point for coordination of actions necessary for the operation of two training centers. Basic Combat Training and Combat Support Training are conducted at each center. The trainee input is controlled by DA and closely monitored by CONARC

2. FUSA requires one report on the Basic Leadership Course which is used only by FUSA (see Tab A).

3. Four reports (see Tab A) are sent to CONARC direct from the installation with FUSA monitoring. Six reports (see Tab A) are consolidated and forwarded to CONARC which pertain to student loads at training centers.

4. Three reports (see Tab A) on ROTC rifle matches are compiled and forwarded to DA.

5. Individual Training.

a. The FUSA School Program provides training for Active Army, Reserve Component personnel and DA civilians at Active Army service schools, schools of other services, civilian institutions, and Army area schools.

b. The Active Army service schools are under the operational control of HQ CONARC and quotes are allocated to this headquarters by CONARC. Requests for attendance at these schools with the exception of career courses and quotas for senior service schools are processed by this headquarters.

c. Short course training (less than 20 weeks) of Army personnel at civilian institutions is provided on a contract or reimbursable basis by DA. Requests for this schooling are submitted through this headquarters to Department of the Army for approval.

d. The Army area schools are supervised by this headquarters. They include the combined FUSA NCO Academies/Drill Sergeant Schools at Forts Dix and Knox, CBR Schools at Forts Dix, Denvens, Eustis, Knox, and Meade.

6. Army Training Center Activities.

a. FUSA operates two individual training centers at Forts Dix and Knox. At these training centers Active Army and Reserve Enlisted Program (REP) personnel complete their transition from civilian life to trained soldier through basic combat and either advanced individual or combat support training. Other courses of instruction include: Drill Sergeant, NCO Leadership (NCO Academy) and Leadership Preparation. Training activities are summarized in subsequent paragraphs.

122

b.	BCT (Basic Combat Training)	FORT KNOX	FORT DIX
(1)	Capacity		
(a)	Optimum	8800	10560
(b)	Emergency	11500	13800
(2)	Cycle	10 weeks	10 weeks
(a)	Training	(8.6 weeks)	(8.6 weeks)
(b)	Maintenance	(2 days)	(2 days)
(c)	Fill	(1 week)	(1 week)

c.	AIT (Advanced Individual Training)	FORT KNOX	FORT DIX
(1)	Capacity		
(a)	Optimum	3651	
(b)	Emergency	4104	
(2)	Cycle	9 weeks	
(a)	Training	(8 weeks)	
(b)	Maintenance	(1 week)	
(3)	MOS Titles	Arm Recon Spec Arm Crewman	

d.	CST (Combat Support Training)	FORT KNOX	FORT DIX
(1)	Capacity		
(a)	Optimum	1266	2248
(b)	Emergency	2072	3656
(2)	MOS Titles	Radio Opr (10)* Clerk (4)* Clk-Typist (4)* Pers Spec (4)* Cook (8)*	Radio Opr (10)* Whel Veh Mech (8)* Clerk (4)* Pers Spec (4)* Wireman (8)* Lt Veh Dr (5)* Hvy Veh Dr (2)* Cook (8)*

*Numbers in parentheses denote number of weeks

I-7

323

e. Army NCO Academy (E5, E6 and Selected E7	FORT KNOX	FORT DIX
(1) Course Capacity	44	104
(2) Course Length	4 weeks	4 weeks
f. Drill Sergeant Program	FORT KNOX	FORT DIX
(1) Course Capacity	62	44
(2) Course Length	6 weeks	6 weeks
g. Leadership Preparation Program E2 thru E3		
(1) Course Capacity	34	25
(2) Course Length	2 weeks	2 weeks

7. Marksmanship Training Unit.

a. The objectives of the FUSA Marksmanship Program are to promote training interest in marksmanship, develop qualified small arms instructors and to raise the proficiency of the soldier in the use of his individual weapon. Seven individuals perform this function.

b. The Competitive Marksmanship Program is under the staff supervision of DCSOT and is implemented by the First US Army Marksmanship Training Unit, which is responsible for the following activities:

(1) Conducts marksmanship instructor courses for Active Army TOE units, ROTC Summer Camp and Army Training Centers.

(2) Conducts marksmanship clinics for ROTC schools, civilian organizations, Reserve Components, and local law enforcement agencies.

(3) Provides technical assistance during the conduct of the annual FUSA Commander's Championship Matches.

(4) Selected and trains rifle and pistol teams to represent FUSA in the US Army Championships and Interservice Championships.

(5) Plans and conducts indoor smallbore matches for Active Army, ROTC, US Army Reserve, and Army National Guard elements.

(6) Monitors marksmanship programs at subordinate installations and provides assistance and guidance as required.

c. CONUSA is charged by DA and CONARC with the Marksmanship Program. By conducting clinics, instructor courses, and providing technical assistance to the Army Commander's Championship matches, the marksmanship proficiency of the CONARC individual is increased. Three recurring reports are required by DA and CONARC.

d. The team is available to all installations for presenting instructor course. Monitors the installation marksmanship programs and provides assistance and guidance.

e. CONUSA implements the program for CONARC. Because of Reserve participation it should remain a CONUSA/Area Command function.

f. There are no DA requirements.

Tabs
A - Reports Collection Form
B - Functions Survey Form

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSOT
DIVISION Training
BRANCH Individual
SECTION

DATE OF INTERVIEW 18 April 1972

FUNCTIONAL AREA(S) Individual Training

NAME OF INDIVIDUAL CONTACTED CPT Gill

PHONE # 677-2084

(a) Title/Name of Report	(b) RCS	(c) m	(c) e	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. Basic Leadership Course	AHABC-120	X		DPT	1A Cir 350-1 24 Nov 71	Yes	No	Yes	1. Info not available anywhere else in FUSA 2. Is not forwarded to CONAR Info held by Army for queries by CONARC. CG, FUSA can chan or rescind report.
2. Replacement Training Operations	ATIT-49 (R5)	X		AC	CON Reg 350-42 Mar 71 CON Msg 55993 May 69	Yes	Yes		1. Info is used to maintain statistics for Command Briefing, Fact Sheet and History imput data. 2. CONARC unique - unknown. 3. Report originated by CONA
3. Drill Sergeants	ATIT-66 (R5)	x		DPT-DCSPER	CON Reg 600-200 Oct 70 CON Msg 261757Z Oct 71	Yes	Yes		1. Maintain statist fo fact sheets, Quarterly Review and analysis, overall DS sch progress and fill of DS space at USATCS.
4. Status of BCT Companies	ATIT-76 (MIN)	Tele-phonic		DPT	CON Reg 350-17 12 Dec 69	Yes	Yes	No	1. Shows weekly status of BC Companies at two ATC 2. Shows same at CONARC for USATC in CONUS 3. Report initiated by CONAR

E-II-A

CONUSA Survey (cont)

	(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition						Personnel			
	Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1.	Used to maintain progress of BLC at 9 instl for Fact Sheets & Briefing	No	No	Yes	N/A	See a & b	FUSA HQs	2	2	2	
2.	Report forwarded to CONARC direct from instl info copy to FUSA	No	No	No	Direct to CONARC from instl	See a & b	CONARC	1	1	1	
3.		Yes	Yes	No	CONARC	See a & b	CONARC	2	2	2	
4.		No	No	Info copy only	To CONARC by instl	See a & b	USATC	1	1	1	

CONUSA Survey (cont)

(r)
CONARC Disposition

E-II-A-3

		USE	DISPOSITION
2.	ATIT 49	To provide DA and this headquarters with information and data concerning enlisted MOS training conducted in CONUS. These data are used for planning, programing, and reviewing program execution in view of world-wide requirements and to plan future training operations. This report includes such info as inputs, outputs, training loads, and attrition for Basic Combat Training, AIT and CST courses; disposition of BCT output; formal and OJT training for Active Army and REP trainees.	DA
3.	ATIT 66	Provide DCSIT with monthly status of DS program, CofS with summary sheet concerning DS program and DCSPER with necessary info upon which coordination is made with DA in priority of DS assignments to ATC.	Internal.
4.	ATIT 76	To apprise CONARC status of BCT companies. Data concerning status of BCT companies each Monday: a. Total organized BCT cos based on a 10-wk cycle; b. Number of BCT cos scheduled to fill; c. Total number of trainees commencing an 8-wk cycle, broken out by Active Army and REP; d. Number of BCT cos in tng; e. Number of BCT cos in maintenance wk; f. Number of BCT companies presently operating in a back-to-back status; g. Number of companies starting tng on reporting date, to include company average; h. Number starting APT.	None

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSOT
DIVISION Training
BRANCH Individual
SECTION

DATE OF INTERVIEW 18 April 1972

FUNCTIONAL AREA(S) Individual Training

NAME OF INDIVIDUAL CONTACTED CPT Gill

PHONE # 677-2084

(a) Title/Name of Report	(b) RCS	(c) m	(c) s	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
NCO Academy Training	ATIT-161	X		DPT	AR 350-90 29 Mar 68 CON Ltr ATIT-CA 20 Sep 68 w/ind AHABC, 20 Oct 68	Yes	Yes	No	1. Used to maintain stat[illegible]c data on progress of NCO Education. 2. Same use at CONARC. 3. Report originated by CONAR
6. AIT/CST Input	ATIT-193 (MIN)	Tele-phonic		DPT	CON Msg 132217Z Mar 70	Yes	Yes	No	1. To indicate weekly input in AIT/CST. 2. Same for CONARC.
7. Qualification for USAR Drill Sergeant	ATIT-201	X		DPT	CON Ltr ATIT-AO 18 May 70 w/1st ind AHABC-TI 25 Jun 70	Yes	Yes	No	1. To maintain statistic on rep personnel attending DS sc in FUSA 2. Same for CONARC. 3. Report originated at CONA
8. Army Preparatory Training	ATIT-132	X		DCSPER DPT	CON Ltr 20 Aug 68 19 Feb 69	Yes	Yes	No	1. Maintain statistic in FUSA 2. Same as CONARC. 3. Report orginated at CONAR

E-II-A-4

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
5.	Yes	Yes	No	CONARC	See a & b	DPT ATC	2	2	2	
6.	Yes Tele-phonic	Yes	No	CONARC Tele-phonic	See a & b	DPT ATC	1	1	1	
7.	No	No	No	To CONARC from instl	See a & b	DPT	1	1	1	
8.	Yes	Yes	No	CONARC	See a & b	Instal	1	1	1	

CONUSA Survey (cont)

(r)

CONARC Disposition

		USE	DISPOSITION
1.			
2.			
3.			
4.			
5.	ATIT-161	PURPOSE: Report will provide information upon which CONUSA and this headquarters may make recommendations and decisions concerning the conduct of NCO academies. Information will be used in evaluating class inputs versus class capacities. CONTENT: Class input by grade, output by grade, academy class capacity and number of RVN returnees attending academy.	
6.	ATIT-193	PURPOSE: The reports received over the past year have been used to resolve problems due to over-inputs or in some cases underinputs into AIT/CST courses. Overinputs have resulted in delayed entrance to AIT and CST. The data in this report is particularly beneficial in the timely formulation or revision of plans or programs concerning adjustments to the training base or operations of the Army training centers. The wide flucuation in requirements, programs and inputs caused by closure of some training centers and increased requirements at others results in problems of adjustment which can only be resolved through receipt of current input data.	Internal CONARC
7.	ATIT-201	PURPOSE: The reports received over the past year have been used in computing attrition rates of USAR personnel in Active Army drill sergeant schools. The reports have also been used to outline problem areas and have been the source for this headquarters in initiating corrective actions. The drill sergeant schools do not render any other reports to this headquarters. Copies of the ATIT-201 report are also transmitted to USAR unit commanders, thus enabling them to compare their drill sergeants with Active Army and other USAR units.	a. Returned to unit commanders b. Internal use

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSOT
DIVISION Training
BRANCH Individual
SECTION

DATE OF INTERVIEW 18 April 1972

FUNCTIONAL AREA(S) Individual Training

NAME OF INDIVIDUAL CONTACTED CPT Gill

PHONE # 677-2084

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
9. On-the-Job Training (OJT) Capability	ATOPS-90	X		DPT	CON Reg 350-1 Anx, W 15 Sep 69 w/c, CON Msg 301600Z Jul 70	Yes	Yes	No	1. Provides schedule O[illegible] capabilities by MOS at e[illegible] installation. 2. Same by CONARC. 3. Report originated by CONARC.
10. Training Progress	CSGPA-893	X		AG-DPT	CON Reg 201 Jul 70 CON Msg 152050Z Feb 71	Yes	Yes	No	1. Necessary for maintaining statistical data on BCT, AIT CST inputs and in training lo at each USATC - weekly. 2. Same at CONARC. 3. Report originated b[illegible]NA
11. Planned Inputs to Army Service Schools	CSGPA-1078	X			CON Supp 1 to AR 351-7 & AR 351-7	No	No	No	CONARC allocates quotas to DA CONUS & oversea commands.
12. Defense Management Education & Training Program	DD-M(AR) 905	X			AR 351-8 Dec 69 Con msg issued each year	No	No	No	CONARC allocates quotas to DA CONUS & oversea commands.
13. Results of Firing the Army Areas ROTC Indoor Small Bore Rifle Match	SAOUS-35	X		ROTC Sch	AR 145-1 & AR 145-2	Yes	Yes	No	Proposed by CONUSA HQ from Reports from ROTC School

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
9.	Yes	Yes	No	CONARC	See a & b	CONARC	2	2	2	
10.	No	No	No	CONARC from instl	See a & b	CONARC	2	2	2	
11. Individual Tng Requirement Solicitation for Army schools	Yes	Yes	No	CONARC	See a & b	CONARC	1	1	1	
12. Individual Tng Requirement Solicitation for Army schools	Yes	Yes	No	CONARC	See a & b	CONARC	1	1	1	
13. Reports furnished DA & CONUSA Results of ROTC Matches	Yes	No	No	DA	See a & b	ROTC Schools	26	26	26	

CONUSA Survey (cont)

(r)
CONARC Disposition

	USE	DISPOSITION
9. ATOP 90	Compiled and Fwd to DA No decision or planning at CONARC	To DA the Decision Point
10. CSGPA - 893	To aprise higher Hq of weekly training progress Input into BCT - BCT, AIT and CST loads broken out by AA and REP	DA
11. CSGPA 1078	To determine initial FY programed input and revised input requirements. Planned input to training by category of input and quarter preference.	Used only by CONARC/Info DA
12. DD-M(AR)	Letters between this office and preparing agencies. Consolidated requirements submitted by this HQ to AMC on DoD Forms 1631 and 1632. To advise AMC of CONARC's requirements for subject training for coming FY and four subsequent years. Includes courses at DoD Computer Institute; Air Force Institute of Technology (AFIT); USA Management Engineering Training Command (AMETA); US Army Logistics Management Center (ALMC); Joint Military Packaging Training Center (JMPTC); USAF Air Training Command, Lowry AFB, Colo; US Naval Postgraduate School; US Naval School Transportation Management, Naval Supply Center; and Headquarters Naval Material Command and Field Locations.	Thru HQ, CONARC to AMC

E-II-A-9
6-V-II-E

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSOT
DIVISION Training
BRANCH Individual
SECTION

DATE OF INTERVIEW 18 April 1972

FUNCTIONAL AREA(S) Individual Training

NAME OF INDIVIDUAL CONTACTED CPT Gill

PHONE # 677-2084

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
Results of Firing the National ROTC Indoor Small Bore Rifle Matches	SAOSA-103	X		ROTC Sch	AR 145-1 & AR 145-2	Yes	Yes	No	Proposed by CONUSA HQ fr Feeder Reports from ROTC Sch
15. Results of ROTC Firing Competition	AG-117 (R3)	X	X Print-out	ROTC Sch and Summer Camp	AR 145-1 & AR 145-2	Yes	Yes	No	

E-II-A-10

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
14. Reports furnished DA & CONUSA Results of ROTC matches	Yes	No	No	DA	See a & b	ROTC School	26	26	26	
15. Reports furnished DA CONUSA results of ROTC matches from IGMR	Yes	No	No	DA	See a & b	ROTC School & Summer Camp	26	26	26	

CONUSA Survey (cont)

(r)
CONARC Disposition

Not Applicable

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

E-II-B

CONUSA SURVEY FORM

FUNCTIONAL AREA Individual Tng

POINT OF CONTACT CPT Gill

NAME OF OFFICE Training Div, DCSOT

TELEPHONE 5133

	(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1.	Establishes policy or implements that of higher Headquarters as pertains to training centers.	B- D- F- G	3-4	.14	2.10	3	Policies are established to conform with policies directives from higher headquarters.
2.	Supervises matters pertaining to IT of Active Army personnel.	D-F	3-4		.40	3	Provide guidance and clarification on IT matters.
3.	Prepares publications required to furnish guidance and directives relative to IT.	B-D	2		.15	1	This is done to clarify publications and directives from our higher HQ
4.	Coordinates training of Reserve Enlisted Personnel.	B	4		.95	3	Only coordinate to inform CONARC when slots are open to attend BC, AIT, DSS - on a thru ticket progra
5.	Conducts staff visit to observe IT, Asst in planning & coordi visits by CONARC.	F-G	2-3		3.00	3	These visits are to obtain first-hand information on TNG problems to insure compliance with current Reg.

CONUSA SURVEY FORM

FUNCTIONAL AREA Individual Tng

NAME OF OFFICE Training Div, DCSOT

POINT OF CONTACT CPT Gill

TELEPHONE 5133

	(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
6.	Supervises FUSA Competitive Marksmanship Program	A thru G	2-3		1.00	2	Marksmanship Dir responsible for overall supervision and conduction of all markmanship programs within FUSA.
7.	Exercise operational control over FUSA Marksmanship Training Unit in the Competitive Marksmanship program, Assist State Local County Police with Marksmanship Programs	A thru G	2-3		.50	2	
8.	Coordinates observer training, orientation tours and OJT for Foreign Nations				.10	4	This HQ strictly monitors programs
9.	Processes new & revised Programs of Instr in accord w/Annex Q, Con Reg 350-1	B-C-D-F-G	3		.10	3	Self explanatory

E-II-B-2

340

E-II-B-3

CONUSA SURVEY FORM

FUNCTIONAL AREA Individual Tng

POINT OF CONTACT CPT Gill

NAME OF OFFICE Training Div, DCSOT

TELEPHONE 5133

	(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
10.	Monitors operation of NCO Academy and DS Programs	D-F-G	3		.50	4	This section has heavy dealing with NCOA/OSS including filling of quotas, writing of Reg, taking surveys, submitting Monthly and Q reports. Monitor input, output and overall individual progress.
11.	Monitors OJT activities and Cap throughout FUSA	B-D-F-G	3		1.00	3	This HQ also conducts capabilities surveys on OJT
12.	Administers the FUSA School Program	B-C-E	34		3.00	3	The function of this section is to process all incoming quotas received from CONARC, DA and other agencies for attendance at service schools, then administers these quotas to Active Army, DCSRF, and Civilian employees. Policies are established by this section to comply with current policies from higher HQ. Screening and processing of applications for MOS and Non-MOS awarding courses to insure that applicants meet prerequisites that are also monitored by school sections.

CONUSA SURVEY FORM

FUNCTIONAL AREA Individual Tng

POINT OF CONTACT CPT Gill

NAME OF OFFICE Training Div, DCSOT

TELEPHONE 5133

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
13. Evaluation of Suggestions and Recommendations pertain to IT, ATP, T Reports and Army Subject Schedule	B-	3		.20	3	Strictly evaluate and process, then send forward to CONARC for approval or disapproval.
14. Monitors R&D projects pertain IT	B-C	4		.10	4	Strictly monitors and evaluates R&D projects, then send our recommendation to CONARC.
15. Reviews new training publications for supplement	B-C-D	2		.10	1	This is done to clarify training publication from higher HQ.
16. Monitor MVA Projects as they pertain to DCSOT.	B-D	4		.20	1	Only project that pertain IT are monitored by us, the rest is done by the MVA Board at FUSA
17. Monitor and maintain data on assigned strength of Qualified DS at USATC.	B-C	3		.60	3	Maintain this info for briefing purposes and equal distribution of Qualified DS.

ANNEX F - NCO ACADEMY

1. The FUSA NCO Academy is designed to broaden the professional knowledge of the Noncommissioned Officer and instill in him the self-confidence and sense of responsibility required to make him a capable leader of men. Ninety-three individuals perform this function.

2. The US Army Armor Center Noncommissioned Officer Academy was organized on 2 November 1959. It was reorganized and redesignated as the Fort Knox NCO Academy on 15 September 1961, and was again reorganized and redesignated as the Second US Army NCO Academy on 1 July 1964. On 1 January 1966, the Academy was reorganized the First US Army NCO Academy.

3. The NCO Academy is directed by CONARC, supervised by FUSA and implemented by Fort Knox, KY. FUSA performs no function other than maintaining statistics (Appendix I). No report of a recurring nature or any other type are furnished FUSA from the NCO Academy at Fort Knox. The function should be under D&T Command.

a. CONUSA acts as a processing unit for DA, CONARC, and the installation.

b. No requirements from the installation to CONUSA.

c. Processes statistical reports on Education to CONARC.

d. Not applicable.

Appendix
I - Functions Survey Form

CONUSA SURVEY FORM

FUNCTIONAL AREA NCO Academy

POINT OF CONTACT LTC Christian

NAME OF OFFICE DCSOT - IT

TELEPHONE 2084

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. NCO Academy	B,C	1,3	0	.01	3	No staffing provided or required. Minor functions include compilation of statistics for higher headquarters management usage and may include future POI changes which the appropriate individual training office can resolve.

ANNEX G - MOBILIZATION PLANNING

1. General. Mobilization Planning is accomplished at DA, HQ CONARC, CONUSA HQ, installation and unit level. Guidance as described in paragraph 2 below comes down the chain of command. Documents prepared in response to this guidance which come back up the chain are described in paragraph 3 below. Mobilization plans are staffed and maintained at each level of command.

2. Mobilization Planning Guidance.

a. DA Guidance.

(1) AR 135-300, "Reserve Components - Mobilization of Army NG of the United States and Army Reserve Units," 7 August 1969, with Changes 1-4.

(2) Annex T (Force Mobilization Planning Guidance) to the Army Strategic Capabilities Plan (ASCP) with Change 1, 9 December 1971, and with Appendices:

I - Personnel
II - Logistics
III - Training
IV - Communications
*V - Deployment Mob Troop Basis 72 (Published separately)
*VI - PMDL (Published Separately) (FY 72)
VII - Nondeployment Mob Troop Basis (FSA/TAADS)
VIII - Stationing Plan (FAS/TAADS)
IX - Mob Designation PSNS (Published separately)
X - DA SOP for Mobilization (Published separately)
XI - Compendium of References and Standard Terminology

(3) Army Medical Department CONUS Base Mobilization Expansion Plan for FY 1972, AMEDD-CB-MEP, 21 May 1971.

(4) AR 135-1, "RC Policies," 16 July 1970, with interim changes, DTG 291401Z Nov 71 and 241606Z Mar 72.

*Ltr, subject: DAAG-TAP-A(M)(10 Jan 72) DAFD-MFD-M, HQ DA, subject: Mobilization Station in Deployment Mobilization Troop Basis, 21 January 1972 invalidates mobilization stations cited in these two documents.

b. CONARC.

(1) CONARC Mobilization Plan, 15 July 1969, with Change 1.

(2) CONARC Mobilization Individual Training Plan, 10 April 1970, with Annexes A and B.

(3) Letter, ATFOR-FS-PP, HQ CONARC, 27 Apr 71, subject: Non-Deployment Authorization Troop Basis.

(4) First US Army.

(1) First US Army Mobilization Plan, 20 November 1970, with Change 1, dated 4 Junel971, DA Message Form 1575 change, dated 13 August 1971, and message change DTG 171950Z August 1971.

Annex A - Personnel and Administration (DCSPER)
Annex B - Training (DCSOT)
Annex C - Logistics (DCSLOG)
Annex D - Comptroller (DCSCOMPT)
Annex E - Historical (DCSOT)
Annex F - Medical (Surgeon)
Annex G - Information (IO)
Annex H - Partial Mobilization (DCSOT)
Annex I - ROTC Program (DCSOT)
Annex J - Mobilization Troop Basis, TD, 27 June 1969, published separately (DCSOT)
Annex K - Mobilization Troop Basis, TOE, 22 July 1970, published separately (DCSOT)
Annex L - Communications-Electronics (DCSC-E)

(2) FUSA Supplement 1 to AR 135-300, 19 January 1971, with Change 1, 26 April 1971 and Change 2, 30 December 1971 (DCSRF).

(3) FUSA Regulation 350-33, Mobilization Training (2 March 1971) (DCSOT).

(4) FUSA Regulation 525-15, First US Army Mobilization Alert System (USAR), 23 November 1970 (DCSRF).

(5) FUSA Memorandum 11-6, First US Army Mobilization Planning and Programing System, 20 November 1970 (DCSOT).

3. Mobilization Documents.

a. Deployable Mobilization Troop Basis (DMTB) Station List. This station list is prepared by HQ CONARC (DCSOPS) by annotating the DMTB furnished by DA to show station assignment for each unit. After DA approval of the proposed stationing, the amended DMTB is forwarded to CONUSA HQ and by CONUSA HQ to installation level. The installation bases its mobilization planning on its mobilization mission to include the stationing of any additional STRAF units on the installation. The DMTB is a troop list which contains Active, Reserve, NG, and AUS deployable (STRAF) TOE units. There is no TAADS documentation in support DMTB. Upon mobilization, all STRAF units go to Level 1 TOE.

b. Nondeployable Mobilization Troop Basis (NDTB). The NDTB is a troop list of nondeployable units (General Support Forces GSF)) whose mission is installation support (to include medical support) and support of the training base. The NDTB is comprised of Active, Reserve and NG nondeployable GSF TDA/TOE units. HQ CONARC stations Active, Reserve and NG units. Upon DA approval of the proposed stationing, the NDTB with a letter directive is forwarded by HQ CONARC to CONUSA and by CONUSA HQ to installations. The installation, and units within installations, develop the additional manpower and equipment requirements to support the mobilization mission. The total manpower requirements by unit to include any additional AUS units required to accomplish the mobilization mission, are reflected in an Expanded NDTB (ENDTB). The ENDTB goes up the chain of command. TAADS documents is support of the ENDTB also go up the chain of command. TAADS documents reflect in detail each unit's manpower and equipment requirements for mobilization.

345

4. CONUSA Role in Mobilization Planning.

a. DCSOT.

(1) Plans and Operations Division. Reviews and interprets higher headquarters (DA/CONARC) overall planning guidance. Provides guidance to installations. Insures compliance with directives.

(2) Force Development.

(a) Force Structure Branch. Forwards DTB and NDTB with letter directive to installations. Consolidates and forwards to ENDTB received from installations to HQ CONARC.

(b) Manpower Branch. Reviews mobilization manpower requirements for validity.

(c) Documents Branch. Reviews and processes TAADS documents in support of the ENDTB.

b. DCSRF. Coordinating office for mobilization planning with regard to Reserve units. Performs Force Development functions for Reserve Components. This office recommends end strength, reviews TAADS documents, and performs force structuring actions (troop lists, changes in status of units, recommending federal recognition of newly organized and relocated NG units).

5. CONUSA Requirements From and Support to Installations. The CONUSA HQ requires mobilization planning by installations, and submission of ENDTB and related TAADS documents in support thereof. It provides to installations CONUSA area unique guidance and forwards higher headquarters guidance.

6. CONUSA Support to CONARC. Forwards down the chain guidance from higher headquarters. Passes up the chain the ENDTB and TAADS docuemnts in support thereof.

7. CONUSA HQ Support to DA. No direct support to DA.

8. Validation of Forms B and C. The CONUSA Survey confirms the accuracy and validity of Forms B and C. As a minimum, five manpower spaces authorized the Organization Division and four spaces in Plans Division of the DCSRF and four spaces from Documents Branch, Force Development Division, DCSOT will be required to support Force Development functions at CONUSA/Area Command subsequent to reorganization. Accurate determination of staffing requirements can only be accomplished by manpower survey.

Appendices

I. CONUSA Survey Forms
II. Reports Collection Form
III. Flow Chart and Narrative

APPENDIX I - MOBILIZATION PLANNING CONUSA SURVEY FORM

1. The CONUSA survey forms describe specific subfunctional areas surveyed (keyed to entries in the HQ, FUSA Organization and Functions Manual), action taken at CONUSA, personnel authorized and assigned, current and recommended decision points, and remakrs as applicable. Instructions for completing the form are attached at Tab A. The completed forms are at Tab B.

2. As indicated in the attached forms, Mobilization Planning is a joint effort of the DCSOT and DCSRF. Specific responsibilities of these offices is described both in this Annex and in the attached CONUSA Survey Forms.

Tabs
A - CONUSA Survey Form (Instruction 1)
B - Completed CONUSA Survey Form

CONUSA SURVEY FORM

INSTRUCTIONS

This form will identify functional areas and those subfunctions identified within each functional area. The purpose of such identification is to provide a means for determining what action is being taken at FUSA within each subfunction; the number of personnel authorized to perform the subfunction (if identifiable) the number actually utilized and what recommendations are made as to the desposition of the subfunction.

a. (Column a) Identify by name or subfunction.

b. (Column b) Identify by letter what action is taken at Army HQ on this subfunction. For the purpose of this portion of the report, use the following legend: A - Decision, B - Process, C - Consolidate, D - Issue Guidance, E - Establish Policy, F - Conduct Inspections, G - Conduct Staff Visits.

c. (Column c) Identify the level at which decisions are made relative to the subfunction. For the purpose of completing this column, use the following legend: 1 - Installation, 2- CONUSA/Area Command, 3 - CONARC/New Major Command, 4 - Department of the Army.

d. (Column d) Where the number of personnel authorized within the TDA to perform this subfunction can be identified, that number should be shown. If the number for the subfunction cannot be broken out show the total authorized for the function and so indicate.

e. (Column e) Show the number of personnel actually utilized in the performance of the subfunction. Where necessary use fractions, i.e., if one person performs four subfunctions, show ¼ for each subfunction.

f. (Column f) Since a recommendation will have to be made concerning many functions and subfunctions, indicate the level at which decisions should be made. Use the same legend shown for Column c.

g. (Column g) Use the Remarks Column for any additional infomation or to clarify other entries.

CONUSA SURVEY FORM

FUNCTIONAL AREA Mobilization Planning

POINT OF CONTACT Mr. Furr
Mr. Chandler

NAME OF OFFICE DCSOT - Force Development Div

TELEPHONE 7274/3412

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
8. Staff supervision over 1st Army DMTB and NDMTB	B,D	3	.25	.25	3	Coordinates with DCSOT-Plans and DCSRF.
10. Monitors mobilization requirements	B	3	.50	.50	3	
12. Reviews US Army Reserve Unit TDA submitted by DCSRF to insure adherence to prescribed policy and procedures.	B	3	3.00	3.00	3	
13. Supervises development and maintenance of mobilization TDA.	B	3	.25	.25	3	-

Paragraph numbers above are keyed to those in the O-F Manual

CONUSA SURVEY FORM

FUNCTIONAL AREA Mobilization Planning

POINT OF CONTACT Mr. Haddad

NAME OF OFFICE DCSOT Plans Division - Civil Defense and Civil Assistance Branch

TELEPHONE 2559

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
31. Exercises primary staff supervision over FUSA plans, programs and directives for: Mobilization	B,D,E	3	.50	.50	3	One person required full time to support both functions except suring peak periods when other personnel in the branch and in the staff are utilized.
32. Reviews supporting plans and directives related to those in Paragraph 31 above in which this HQ has an interest or responsibility	B,D,E	3	.50	.50	3	

Paragraph numbers above are keyed to those in the O-F Manual

G-I-B-2

CONUSA SURVEY FORM

FUNCTIONAL AREA Mobilization Planning

POINT OF CONTACT LTC Jones

NAME OF OFFICE DCSRF - Organization and Readiness Division
Organization Branch

TELEPHONE 7259

	(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1.	Recommends and implements policies on organization of Army Reserve Troop Program and USAR Reinforcement Training Units.	E	2	1.00	1.00	2	
2.	Reviews and recommends changes to authorized strength levels of TOE , MTOE , and TDA for Army Reserve Troop Program units.	B	4	3.00	3.00	4	This element is equivalent to a Force Developme office for Reserve Components. In effect, it performs in a limited manner the same functions allocating resources (it recommends end strengt of Reserve Components units) and TAADS document tion review as described for Active Army in Ann D. It performs force structuring actions po list, changes in status of units, recomme g federal recognition of newly organized and relocated NG units.)
3.	Reviews, coordinates and issues General Orders on changes in status of AR units, RTU, and Mob Des Det.	B	4	.25	.25	4	
5.	Prepares Troop List of ARNG and USAR Units	B	N/A			N/A	

Paragraph numbers (Column a) above are keyed to those in the O-F Manual

G-1-Bpg.

CONUSA SURVEY FORM

FUNCTIONAL AREA Mobilization Planning

POINT OF CONTACT LTC Jones

NAME OF OFFICE DCSRF - Organization and Readiness Division
Organization Branch

TELEPHONE 7259

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
6. Staffs and forwards recommendations for federal recognition pertaining to newly organized and relocated ANG units.	B	4	.25	.25	4	

353

C-I-5

CONUSA SURVEY FORM

FUNCTIONAL AREA Mobilization Planning

POINT OF CONTACT COL Morse

NAME OF OFFICE DCSRF-Plans and Operations Division
Plans Branch

TELEPHONE 7133

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
3. Prepared/coord RC guidance for inclusion in FUSA Mob Plan	A,D,E	2	.50	.50	2	
4. Assists in preparation of Mob TOE and TDA Troop Basis (DTMB & NDTB)	D,E	3	.25	.25	3	
5. Prepares, coordinates and publishes FUSA Mob notification alert system.	A,B,D,E	2	.25	.25	2	
6. Reviews Mob Plans of the NG and major USAR cmd and units subordinate thereto	B	2	1.50	1.00	2	Paragraph numbers (Column a) above are keyed to those in the O-F Manual

CONUSA SURVEY FORM

FUNCTIONAL AREA Mobilization Planning

POINT OF CONTACT COL Morse

NAME OF OFFICE DCSRF-Plans and Operations Division
Plans Branch

TELEPHONE 7133

	(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
9.	Prepares, codr-dinates and pub-lishes IA policy guidance and procedures regard-ing mobilization of NG and Reserve units	A,B,D,E	2	1.50	1.00	2	

APPENDIX II - MOBILIZATION PLANNING CONUSA SURVEY REPORTS COLLECTION FORM

1. As indicated in the attached reports collection form, the only peacetime controlled report for Mobilization Planning is the non-deployable Mobilization Troop Basis. However, recent directives concerning this document have not used the RCS. It appears that the only place the RCS has been used is in AR 310-49, which provides TAADS processing guidance, and in CONARC and FUSA List of Recurring Controlled Reports. Similar documents in support of Active Army force structure are not considered to be reports.

2. The NDMTB is described in this Annex and Appendix III.

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSOT
DIVISION FORCE DEVELOPMENT
BRANCH FORCE STRUCTURE
SECTION

DATE OF INTERVIEW 17 April 1972

FUNCTIONAL AREA(S) Mobilization Planning

NAME OF INDIVIDUAL CONTACTED Mr. Furr

PHONE # 7274

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
Non-Deployable Mobilization Troop Basis (NDMTB)	CSGPA-946	X	X	DPTSEC	AR 310-49, Mar 70, CONARC Ltr ATFOR-FS-PP 27 Apr 71	NO	NO	NO	Prepared manually at instl and consolidated and automated at FUSA level.

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
	YES	NO	NO	CONARC ATFOR-FS-PP	N/A	N/A	0	0	0	Part time duty. The RCS was not used in the CONARC directive. However, it is cited in AR 310-49

APPENDIX III - MOBILIZATION PLANNING

1. General.

a. Force development functional flow for mobilization planning and TAADS documentation for Reserve Component units is described below. A flow chart reflecting these functions is at Inclosure 1.

b. Active Army Reserve Component units are USA Advisory Groups - Reserve, USA Advisory Groups - NG, and ROTC units. Force Development functions for these units are depicted in separate flow charts.

c. Other Reserve Component units are those in the US Army Reserve, and the National Guard. Force development functions for these units are limited to force structuring, troop lists, and unit documentation.

2. Mobilization Planning.

a. General. Force structuring and related functions for mobilization: (1) Is divided into two force structures discussed in paragraph 2b below, and (2) Includes Active units (Active, active Reserve, and active NG) and (Reserve and NG). TAADS documentation for these units is discussed in paragraph 3 below.

b. Force Structures. The two-force structures are (1) Deployable Mobilization Troop Basis, and (2) Non-Deployable Mobilization Troop Basis. These are discussed below:

(1) Deployable Mobilization Troop Basis. The force structure is developed by ACSFOR, DA. A troop list is forwarded to HQ CONARC DCSOPS. HQ CONARC DCSOPS stations units on the troop list based on guidance in the Army Strategic Capabilities Plan (ASCP). A hard-copy machine listing and tape are sent back to DA by courier. Unit documentation when required would be level 1 TOE. Therefore, documents are not processed now.

(2) Non-Deployable Mobilization Troop Basis.

(a) The force structure is recommended by DCSFOR, HQ CONARC; approved by DA.

(b) DCSFOR, CONARC develops a stationing plan for Reserve and NG General Support Force units. See paragraph (2)(g) below for a list of GSF unit types.

(c) DCSFOR, CONARC, then prepares a letter directive to CONUSA which:

1. Provides Res/NG GSF stationing plan.

2. References: (1) Annex T of the ASCP; (2) the CONARC Mobilization Individual Training Plan w/Annex A - Service Schools and Annex B - ATC, (3) the Deployable Mobilization Troop Basis, and (4) the Army Medical Department Mobilization Planning Guidance.

3. Incorporates additional guidance from the CONARC Surgeon General and the CONARC Provost Marshal.

4. Provides a base endstrength for all units in the Nondeployable Mobilization Troop Basis in the form of a troop list.

(c) By separate correspondence from various sources, the CONUSA have also been given the Basic Plan, and various contingency plan missions and guidance.

(d) Based on above guidance, and with feeder input from installations and ARCOM/GOCOM to installations, CONUSA HQ:

(1) Prepares an expanded troop basis; i.e., requirements for mobilization.

(2) Prepares draft TAADS documents to support the expanded troop list.

(3) Forwards the expanded troop list and documents to HQ CONARC DCSFOR.

(e) CONARC DCSFOR forwards the Troop Basis troop list to DA ACSFOR Force Development Plans Div of the Manpower Directorate. The TAADS documents go to DA ACSFOR Organization and Training Directorate. The GSF stationing list goes to DA DCSLOG. Mobilization Designees and Inter-Service Manpower Requirements go to DA DCSPER.

(f) Units in the Non-Deployable Mobilization Troop Basis are:

(1) Most units in the current CONARC Active General Support Force Troop List. The Parachute Team, Army Marksmanship Units, and ATC are discontinued. Reserve Training Divisions replace ATC.

(2) The following GSF Reserve units:

Training Divisions
Reception Stations
Garrisons
MP (PCS)
Band (PCS)
Engr Det
Dental Units
Hospital Units
School Troops
Sig Corps Det
MI Det
Radio Communications Stations
National Postal Censorship Units
Maneuver Area Commands
ATC (QM, MP, MED)

(3) The following GSF NG units:

State Area Commands (replace state AG)
School Troops
Air Defense Detachments
Finance-Disbursing Units
MP (PCS)
Bands (PCS)
Sig Corps Radar
Hospitals
MI Co (linguist)

(g) The DCSFOR, HQ CONARC, is charged with ensuring a balanced mobilization force structure; i.e., if the current GSF active structure is not properly augmented by current GSF Reserve/NG units, that the CONUSA include provision for appropriate AUS units to round out the structure.

3. Reserve Units and NG Units.

a. Chief of Army Reserve provides endstrength guidance to CONARC DCSFOR for TDA Reserve units. This guidance is provided by LOI for one to several units; a composite troop list is not provided.

b. CONARC DCSFOR develops Reserve TDA. Tapes and duplimats are forwarded to CONUSA. From CONUSA, the hard-copy is forwarded to ARCOM/GOCOM to units. Hard-copy documents are forwarded to CORC by CONARC. After review by CORC, they go to DA ACSFOR. DA ACSFOR then requests a tape from HQ CONARC.

c. ACSFOR, DA, provides endstrength guidance to DCSOPS, CONARC, by troop list for TOE units.

d. CONARC DCSOPS develops Reserve MTOE. Hard-copy documents go to CONARC DCSFOR for coding and machine processing. From CONARC DCSFOR, hard-copy documents are forwarded to DA, ACSFOR, and to CONUSA to ARCOM/GOCOM to units.

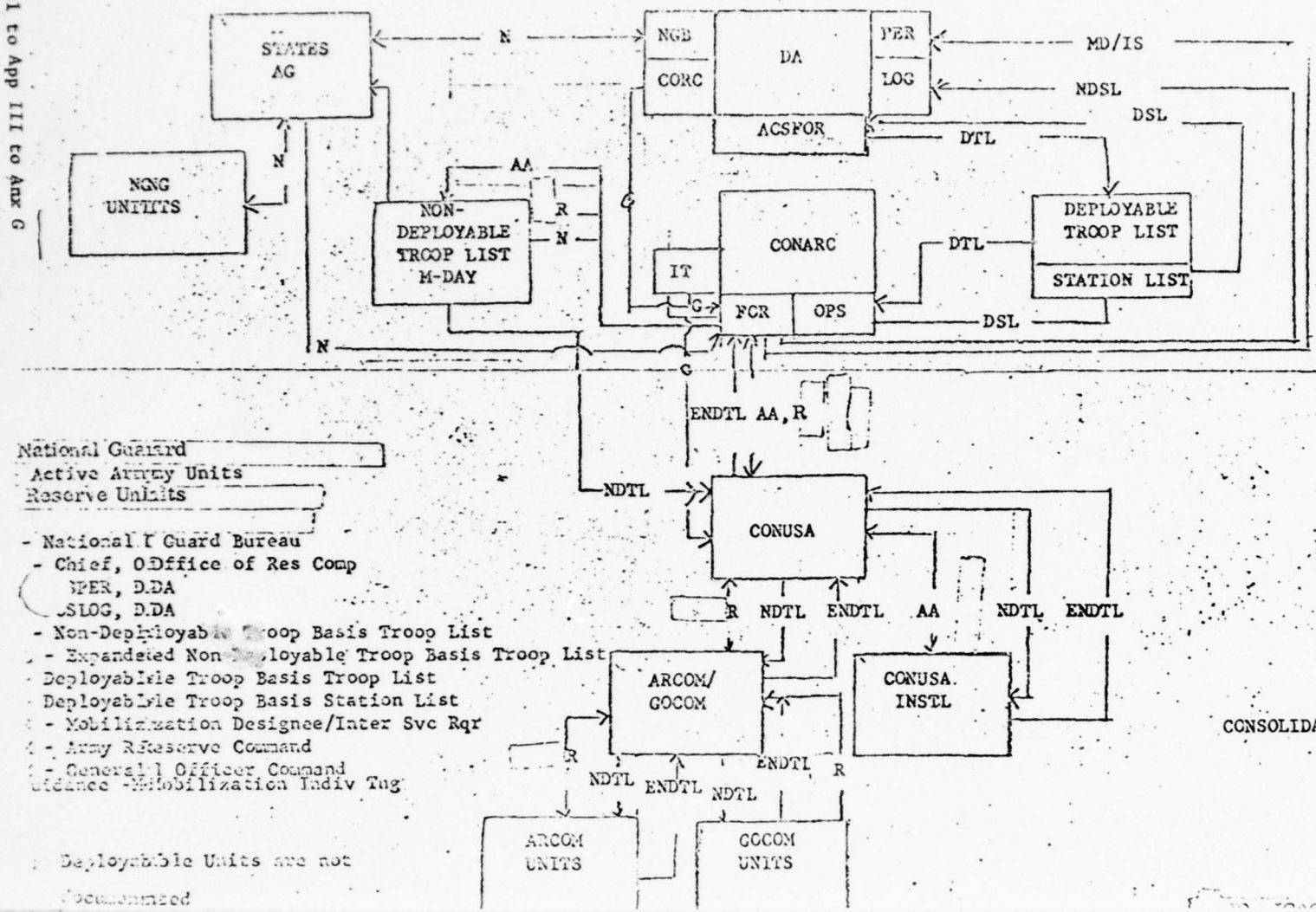
e. DA National Guard Bureau handles all force development functions (except mobilization force structuring) at that level in coordination with the States Adjutant General.

1 Incl
Flow Chart

320

Incl to App III to Anx G

BASIC FORM



National Guard
Active Army Units
Reserve Units

- National Guard Bureau
- Chief, Office of Res Comp
  PER, DA
  LOG, DA
- Non-Deployable Troop Basis Troop List
- Expanded Non-Deployable Troop Basis Troop List
- Deployable Troop Basis Troop List
- Deployable Troop Basis Station List
- Mobilization Designee/Inter Svc Rqr
- Army Reserve Command
- General Officer Command
- Mobilization Indiv Tng

Deployable Units are not

CONSOLIDATED FROM: ID IIL2GX01TI1
ID IIK2GX01TI1
ID IT32GX01TI1

ANNEX H - OTHER AREAS SURVEYED

1. This annex is intended to cover those areas which are not specifically addressed in the major categories of military and civilian personnel. Each of these areas is addressed as a separate appendix within this annex.

2. DCSPER - Appendix I. Those activities within the DCSPER (exclusive of Military and Civilian Personnel functions) not found in Annex C are discussed here. The command relationship with the Army and Air Force Exchange System (AAFES) and the Woman's Army Corps (WAC) advisor to the FUSA CG and the functions performed by the Band Office are addressed. Those functions performed within the Plans and Programs Division of DCSPER in both the plans and budgetary categories were investigated and reported.

3. Adjutant General - Appendix II. Those activities within the FUSA AG Office that are directed at functions other than those covered in Annex A, Military Personnel, require approximately one-half of the AG's resources. These functions are (1) Postal Management, (2) Records Maintenance and Management, (3) Printing and Publications Management, and (4) Personnel Services to USAR, ARNG, and ROTC. Each of these functions is discussed as a separate entity.

4. Information Office - Appendix III. The CONUSA Information Office (IO) interacts with the installation in three ways:

a. They provide guidance to the installation IO in command information, community relations, and public information (PI).

b. The CONUSA PI offices coordinate all high interest items with DA and the installation.

c. The installation provides report information to the CONUSA.

5. Inspector General - Appendix IV. The FUSA Inspector General's role consists of inquiries into matters relative to the performance of mission, state of discipline, efficiency, and economy of the FUSA operations. The IG is actively involved with inspections of Active Army units, installations, USAR and ARNG units. This consists of approximately 2300 inspections annually.

6. Provost Marshal - Appendix V. The primary actions concerning CONUSA - installation PMO activities are included in the review of reports, conduct of staff visits, and the submission of guidance by the CONUSA PMO. Two major activities not installation-oriented were investigated as significant portions of the CONUSA PMO function. First of these is the present position of the PMO as the President, Armed Forces Disciplinary Control Board (North and Central Eastern Area) which reserves approval authority over the actions of 15 Quad-Service local boards. The second is the conduct of the Industrial Defense Program which includes inspection of 43% of the CONUS key industrial facilities. This is accomplished by using four field offices responsive to the FUSA PMO.

7. Staff Judge Advocate - Appendix VI. The Staff Judge Advocate serves the CG, FUSA and his staff as a legal advisor. The SJA provides GCM jurisdiction to certain installations and activities,

reviews inferior court decisions, and Article 15 appeals. The interaction of the SJA with CONARC and DA is discussed. The functional role of the SJA with regard to JAG Personnel Management and Actions, Reserve Affairs, Claims, and Litigation is defined.

8. Chaplain - Appendix VII. The Staff Chaplain serves the CG, FUSA and his staff as an advisor on religion, morality, and character guidance. The primary requirements of the Chaplain's Office involve Chaplain Resources and Training and Religious activities.

Appendices

I - DCSPER
II - Adjutant General
III - Information Office
IV - Inspector General
V - Provost Marshal Office
VI - Staff Judge Advocate
VII - Chaplain

APPENDIX I - DCSPER

1. CONUSA Role. In addition to those DCSPER functions discussed in detail in Annex C, that office includes other functions which should be considered. These include the actions of the Plans and Programs Division (less Military Personnel Management functions discussed in Appendix VII, Annex A), Post Exchange, Band, and the Woman's Army Corps (WAC) advisor to the FUSA Commander.

a. Plans and Programs Division includes the function of plans coordination and implementation of CONARC plans at CONUSA level (personnel Annex) and review of installation implementation and original plans (DCSPER areas). This function currently includes over 25 plans at FUSA and annual review of the plans from 13 installation budgets.

b. Personnel rosters are maintained for qualified nominees to meet classified contingencies. The coordination of fill for personnel requirements for exercises is accomplished here. Comments on installation plans and budgetary requests are prepared for HQ CONARC. In addition, impact statements are provided both CONARC and DA as appropriate due to either budget or plans requirements.

c. No recurring reports originate from or are required by the Plans and Programs Division. Reports are provided on an "as requested" one-time basis.

d. There is not now a functioning Exchange Office within DCSPER. One individual is used on a part-time basis for this function. Decision authority rests with the Army and Air Force Exchange System (AAFES), which allows the FUSA office little latitude other than an attempt to suggest changes or improvements to installation General Managers. No reports are submitted to CONARC or DA - All are to AAFES or DOD/HEW. The FUSA office does review long range capital expenditure plans for Exchange facilities to assure that command desires have been considered.

e. The WAC advisor to the CG, FUSA has no decision authority and serves only to advise all commanders within the FUSA area on WAC matters within the intentions of AR 600-3. The 18 WAC units within FUSA are visited at least once each year and, in addition, other command organizations within the Army boundaries are also visited.

f. The Band Branch exercises staff supervision over 39 bands (9-Active Army, 20-National Guard, 8-USAR, 2-AMC). This staff supervision includes technical inspection visits to each unit once a year, advice on procurement and maintenance of equipment, and an attempt to coordinate assignment of bandsmen where needed. The Band Branch also conducts the performance portion of the annual evaluation of bandsmen (MOS test). This office has one officer and one civilian authorized - one officer assigned.

2. None of these "other" functions within the DCSPER will be placed in jeopardy due to reorganization. The band and WAC functions will be provided where those distinct assets are found. The Exchange function has already begun to disappear with most meaningful reports traffic now occurring between the local PX General Manager and AAFES HQ. The functions of plans and budgetary items will exist at both Area Command and at Major Command levels according to eventual mission assignment.

Tabs
A - Report Collection Form
B - Functions Survey Form
C - Report Collection Form
D - Functions Survey Form

365

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSPER
DIVISION Exchange Off.
BRANCH
SECTION

DATE OF INTERVIEW 18 Apr 72

FUNCTIONAL AREA (S) Exchange

NAME OF INDIVIDUAL CONTACTED Mr. Krueger

PHONE # 5384

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. Review of Deviations from the Armed Services Exchange	DDM(a) 1096	X		DPCA	Note 4 Appendix B Note 4	YES	NO	NO	To DOD & House Armed Services Committee
2. Project Status Capital Expenditure Program (AAFES 8150-5)	AAFES-54	X		PX	AR 60-31	YES	NO	NO	To AAFES
3. Long-Range Capital Expenditure Program (AAFES 8100-1)	AAFES-55	X		PX	AR 60-31	YES	NO	NO	To AAFES
4. Shoplifting Incident Report	AAFES-76	X		DPCA	Da Ltr, AGDA(M) (27 May 70)	NO	NO	NO	To AAFES
5. Applications Blind Vending	DD-M(A) 571	X		DPCA	AR 210-10	NO	YES	NO	To DOD & HEW
6. Appeal Decisions & Actions Regarding Vending Stands	DD-M(AR) 70	X		DPCA	AR 210-10	NO	YES	NO	To DOD & HEW

CONUSA Survey (cont)

	(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition						Personnel			
	Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1.	NO	YES	YES	NO	DOD	RCS DD-M(A) 1096	DA	2			
2.	NO	YES	NO	NO	AAFES	AAFES-54	AAFES	2			
3.	NO	YES	NO	NO	AAFES	AAFES-55	AAFES	2			
4.	NO	YES	NO	NO	AAFES	AAFES-76	AAFES	2			
5.	NO	YES	YES	NO	DOD & HEW	DD-M(A) 571	DA	2			
6.	NO	YES	YES	NO	DOD & HEW	DD-M(AR) 570	DA	2			

H-1-A-2

(r) CONARC Disposition (EXCHANGE)

1. Annual submission thru CONARC to obtain approval by HASC on resale items. CONARC indorses and forwards to DA.

2. Not submitted to CONARC by Armies or installations. However, AAFES sends information copy to CONARC to close information loop and to solicit command opinions on AAFES construction plans.

3. Same as 2 above.

4-6. N/A

CONUSA SURVEY FORM

FUNCTIONAL AREA EXCHANGE

POINT OF CONTACT Mr. Krueger

NAME OF OFFICE PSD, DCSPER

TELEPHONE 5384

	(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1.	Exchange Activities	B,F,G	AAFES	0	.5	3	Influence by CONUSA felt on long range capital expenditures. AAFES retains approval authority.

370

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSPER
DIVISION Plans and Programs
BRANCH Plans and Operations
SECTION

DATE OF INTERVIEW 18 Apr 72

FUNCTIONAL AREA(S) Plans and Operations

NAME OF INDIVIDUAL CONTACTED Mr. Caldwell

PHONE # 3116

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. Periodic Personnel Report	ATPER-63	X		DCSPER-P&P Division	Report only	rendered	each 30 days	during combat	

H-I-C 4-1-

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks

CONUSA Survey (cont)

(r)
CONARC Disposition
(PLANS)

1. N/A

373

CONUSA SURVEY FORM

FUNCTIONAL AREA Plans & Operations Div

POINT OF CONTACT COL B.E. Day

NAME OF OFFICE DCSPER

TELEPHONE 2604

	(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1.	Review Installation plans and prepare personnel annex of FUSA plans	A,B,C,D, E,G	1,2,3,4	4	3	1,3,4	Decisions are appropriate at all levels as plans are developed, approved or rejected.
2.	Provide personnel to support JCS operations	A,B,C	2	1	1	3	TDY rqmts function
3.	Budget assistance to installations - DPCA portion	B,C,D	1,2,3,4	3	2	1,3,4	Consolidation and review of installation budgets.

APPENDIX II - ADJUTANT GENERAL

1. Purpose. This appendix discusses additional functional areas under the purview of the AG which are not contained in Annex A - Military Personnel.

2. Functional Areas. Two additional major functions are performed by CONUSA AG as follows:

a. Provides the below-listed Administrative Services to the Command.

(1) Postal and distribution

(2) Records management & maintenance

(3) Printing and publications management

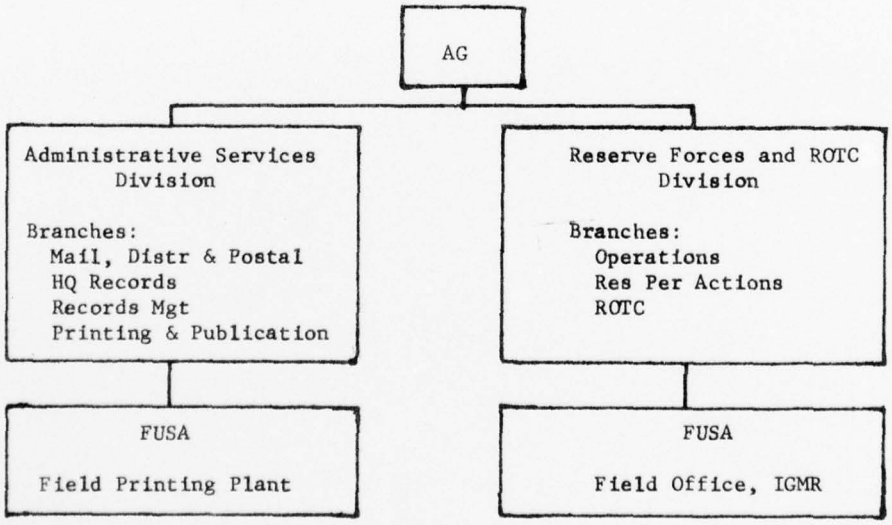
b. Provides personnel support similar to that performed by Active Army unit personnel offices for the following categories of personnel under the jurisdiction of FUSA:

(1) 105,000 USAR personnel

(2) 135,000 ARNG personnel

(3) 40,000 ROTC cadets

3. Organization. To perform these functions, the CONUSA AG has two operating divisions organized as follows:



PART I - ADMINISTRATIVE SERVICES DIVISION

4. CONUSA Role. For the most part, the functions performed by this division are solely for the benefit of the CONUSA Command Group and

374

are common to HQ elements throughout the Army. The interaction between the installations, CONARC, and DA occurs in the areas of records/forms management, and postal, printing and publications programs which represent a relatively small portion of the overall workload performed by the Division. The branches function as follows:

a. Mail Distribution and Postal Branch: The support furnished by the branch to installations is limited to operating the distribution system and supervising postal activities which includes conducting inspections and furnishing technical assistance on postal matters. Additionally, the branch provides postal directory service for personnel assigned to the FUSA student detachment. It has no interaction with CONARC or DA except to provide a command link for postal management.

b. Headquarters Records Branch: This branch exists solely to support the HQ Command Group and performs such functions as the maintenance of records and files, operation of the reference library, and the control of classified documents. With the exception of a single report dealing with non-Army registered documents which is furnished directly to DA, the branch has no interaction with either the installations, CONARC or DA.

c. Records Management Branch: The support provided by this branch to installations is in the area of records and forms management and involves conducting inspections and providing technical assistance and advice. The branch also furnishes a service to Reserve and ROTC units by providing approximately 125 linear feet of storage space for inactive files which must be retained for 2 years and subsequently retired. The branch serves CONARC and DA by providing the necessary command link for the overall management of the records and forms control programs. Interaction is minimum and takes the form of a records management survey report which is furnished to CONARC and a report of records holdings which is received from installations, consolidated, and forwarded directly to DA.

d. Printing and Publications Branch: Support provided installations include storage and distribution of Army and CONARC publications and blank forms and exercising printing control throughout the command which involves conducting inspections and reviewing and/or approving requests for printing equipment. The function served with relation to DA and CONARC is to provide a command link for the printing control program. No reports are submitted by the branch.

e. FUSA Field Printing Plant: The plant accomplishes printing requirements as directed by the Printing and Publications Branch and for all practical purposes is an "operating arm" of this office. It produces 32,477,496 printed sheets on a yearly average and also contracts for an additional 20,000,000 printed sheets at a cost of approximately $71,800. Approximately 60% of this output is in direct support of requirements generated by the Army Command Group and staff. The remaining 40% is accounted for as follows:

(1) Reserve and ROTC units - 5%

(2) FUSA installations and activities - 27%

(3) Other activities located at Fort Meade but not under FUSA; e.g., Recruiting District and DA Chaplains Review Board - 8%.

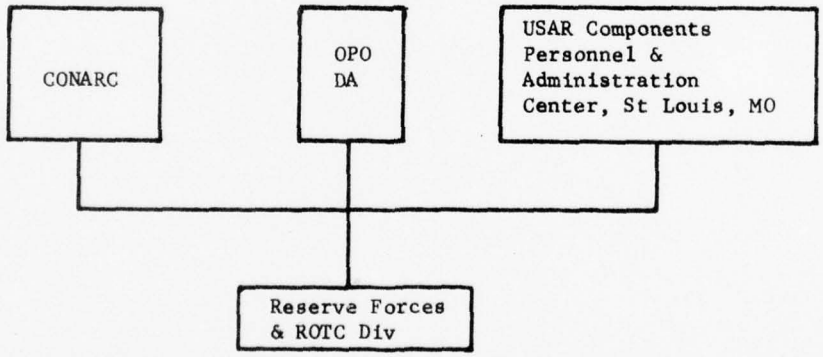
The plant has no interaction with CONARC or DA except to furnish three reports relating to printing output and equipment inventory directly to DA.

5. Administrative Services Division Strength.

	OFFICER			EM			CIV		
	Auth	Asg	Req	Auth	Asg	Req	Auth	Asg	Req
Office of Chief	2	2	2	1	1	1	1	0	1
Mail, Distr & Postal	1	1	1	5	5	7	12	12	17
HQ Records	1	1	1	3	1	3	4	5	5
Records Mgt	0	0	0	0	0	0	3	4	10
Printing & Pub	0	0	0	0	0	0	12	10	13
Printing Plant	0	0	0	1	1	1	34	31	40

PART II - RESERVE FORCES & ROTC DIVISION

6. CONUSA Role. The function performed by this division is best described as the operation of a centralized unit personnel office servicing approximately 280,000 Reserve, ARNG, and ROTC personnel under the jurisdiction of FUSA. The actions/services performed are very similar to those accomplished for active duty personnel with the exception of maintenance of 201 files. The major units supported by this division include 16 ARNG HQ, 16 USAR Major Command Headquarters, and 89 ROTC institutions. The upward flow of information and channels of communications are as follows:



NOTE: USAR Components Personnel and Administration Center is a Class II installation of TAGO, DA, and performs the functions of Centralized Personnel Management and Accounting for all USAR units.

7. Branch Functions.

a. Office of the Chief, Reserve Forces & ROTC Division: In addition to supervising the activities of the various branches, the Chief of the Division also accomplishes all personnel actions pertaining to USAR and ARNG General Officers. The bulk of actions specifically relate to recommendations for promotions and processing of efficiency reports. Additionally, the office supervises and monitors the Reserve

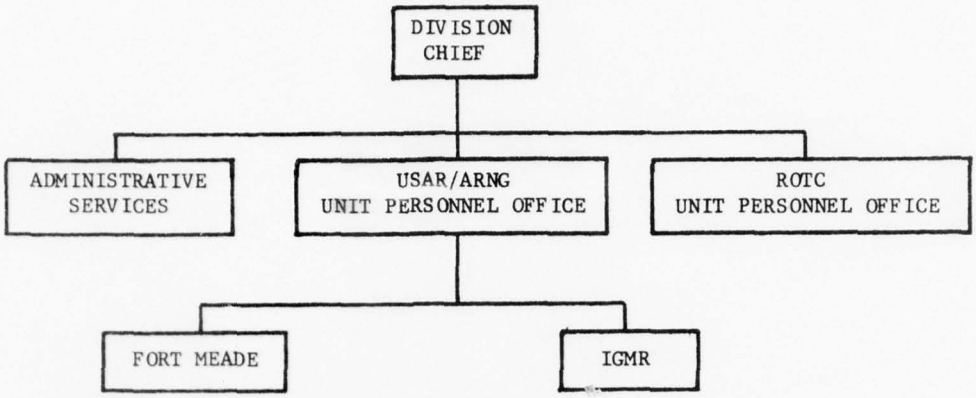
Reenlistment Program and is required to collect and furnish a monthly statistical report to CONARC. Interaction with DA, CONARC, and units supported is limited to those matters relating to general officers or the reenlistment program.

b. Operations Branch: Simply stated, this branch performs the administrative services functions for the remainder of the division. The bulk of its workload is in the operation of the distribution and supply center and in the preparation and publication of active duty orders for ROTC graduates and Reserve officers ordered to their initial tour of active duty. It also maintains career management files on USAR and ARNG General Officers and furnishes replies to Congressional inquiries. It has little or no contact with CONARC or DA except for providing OCLL information copies of Congressional inquiries. The majority of the services performed are in direct support of Reserve and ROTC units.

c. Reserve Personnel Actions Branch and FUSA AG Field Office (IGMR): These branches have been combined for purpose of discussion because they perform identical functions. It appears that the branch separation occurs solely because of the separate locations. The limited building space at Fort Meade, coupled with shortages in the local labor market, were given as the primary reasons for not relocating the field office from Indiantown Gap Military Reservation to the Fort Meade area. What distinction exists between the two activities is best explained by the fact that IGMR handles the purely routine personnel actions whereas those requiring special handling or additional staffing at Army level are accomplished by the Personnel Actions Branch. Examples of specific functions performed by these branches include approving and/or processing for subsequent forwarding to higher headquarters, actions relating to reassignments, reclassifications, discharges, school applications, promotions, and officer branch transfers. A complete listing of the functions is contained on the survey forms at Tab B. These branches are in daily contact with the approximately 2300 company and detachment size USAR and ARNG units it supports and also feeds personnel information and data to both CONARC and DA (USARCPAC) to operate the centralized personnel management and accounting programs.

d. ROTC Branch: This branch performs the same function as the Personnel Actions Branch and IGMR except it services ROTC personnel. Their primary dealings with DA concern processing RA applications and obtaining initial active duty assignments for ROTC cadets. CONARC involvement is in the area of allocating branch quotas and in the administration of the ROTC Scholarship Program. The branch also operates two control groups which are merely morning report units to account for Advanced and Scholarship students and also for those who delay their entry on active duty after graduation.

8. In view of the unorthodox organization of this division, coupled with the branch titles which could be somewhat misleading to a layman, the organization chart depicted below is offered solely for the purposes of clarification. It is intended to portray an organization more in consonance with its function:



9. Reserve Forces and ROTC Division Strengths.

	OFFICER			EM			CIV		
	Auth	Asg	Req	Auth	Asg	Req	Auth	Asg	Req
Office of Chief	0	0	1	0	0	0	3	3	3
Operations Branch	1	1	1	5	3	5	9	7	12
ROTC Branch	1	2	1	2	2	1	23	22	23
Reserve PA Branch	3	3	3	4	2	4	5	25	25
IGMR	4	4	4	13	8	12	97	108	136

Tabs
A - Reports Collection Forms
B - Functional Survey Forms

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSOT
DIVISION Force Development
BRANCH Force Structure, Manpower, and Documents
SECTION

DATE OF INTERVIEW 17 Apr 1972

FUNCTIONAL AREA(S) Readiness Reporting

NAME OF INDIVIDUAL CONTACTED MSG Pieklienak

PHONE # 3050

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
Deployment Readiness Report	CSGPO-23(R1) (MIN)	X		Unit/DPTSEC	AR 220-10 ACG 71	NO	NO	NO	Status report prepared by unit once it has been alerted for deployment.

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE AG
DIVISION Admin Services Division
BRANCH Office of the Chief
SECTION

DATE OF INTERVIEW 21 April 72

FUNCTIONAL AREA(S) Admin Services

NAME OF INDIVIDUAL CONTACTED MAJ Berger

PHONE # 2785

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1.	Report of Congressional Visit	SAOSA-9	X		Division/Br	AR 1-20	NO	NO	NO	After-action report s[illegible] mitted directly to D[illegible]

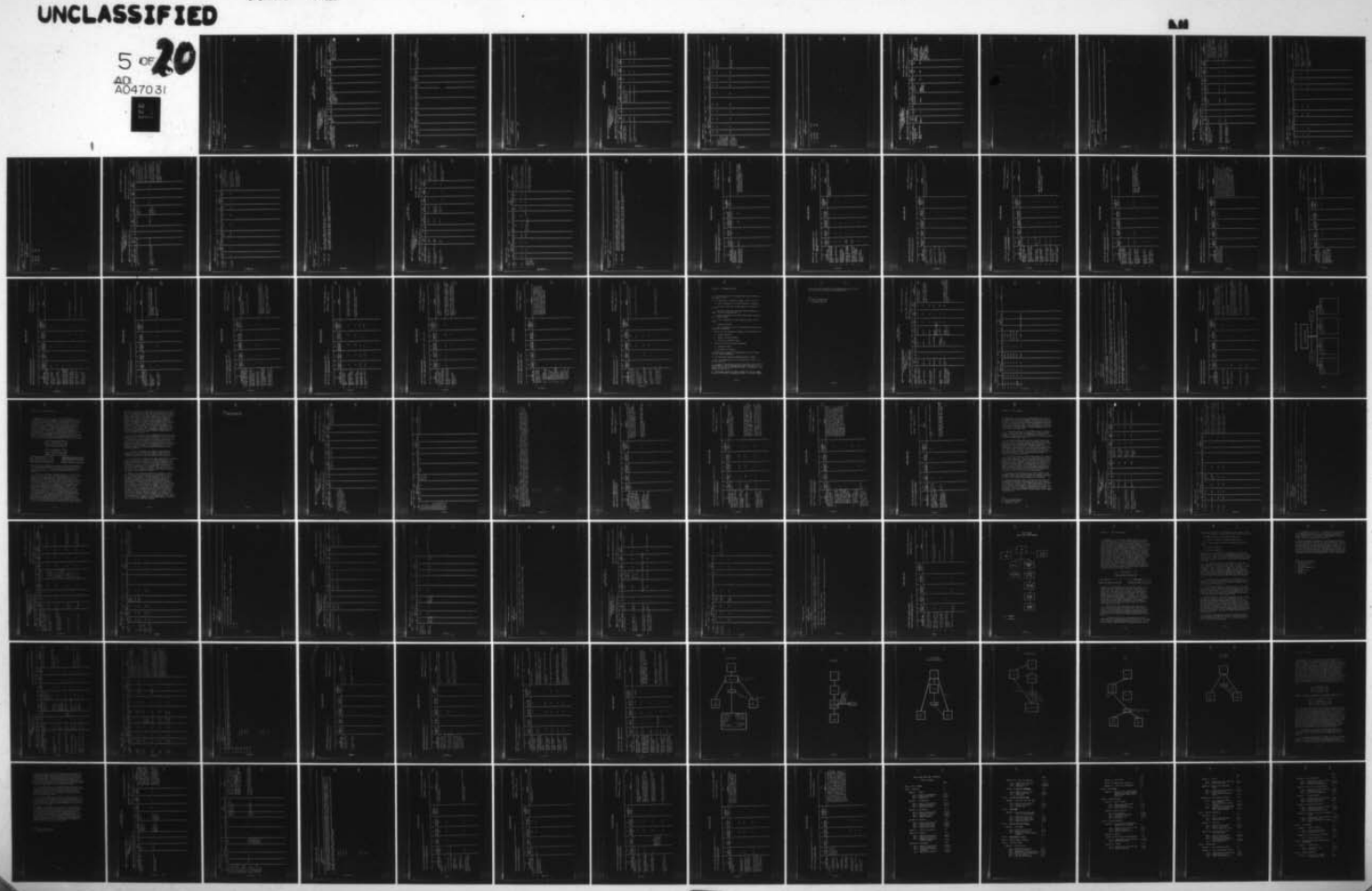
CONUSA Survey (cont)

	(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition						Personnel			
	Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1.	None	YES	NO	NO	DA	NONE	N/A	UNK	UNK	UNK	Report required .5 man-days to prepare.

AD-A047 031 OFFICE OF THE CHIEF OF STAFF (ARMY) WASHINGTON DC MA--ETC F/G 15/5
FUNCTIONAL STUDY OF CONUSA (CONTINENTAL U.S. ARMY) MANAGEMENT.(U)
MAY 72

UNCLASSIFIED

5 OF 20
AD A047031



CONUSA Survey (cont)

ASD, AG

(r)
CONARC Disposition

1. (SAOSA-9) N/A

393

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE AG
DIVISION Admin Services
BRANCH Hqs, Records Br.
SECTION

DATE OF INTERVIEW 18 Apr 72

FUNCTIONAL AREA(S) Records Maintenance

NAME OF INDIVIDUAL CONTACTED MAJ Berger

PHONE # 2785

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
Non-Army Registered Documents Semi annual Inventory (DA 454)	CSGID-68	X		Each custodian of registered documents in the HQ.	AR 380-5	NO	NO	NO	Report is consolidated by Br & fwd directly to TAGO. Normally a negative repor

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
NONE	YES	NO	NO	TAGO	NONE	N/A	UNK	UNK	UNK	P- Report requires .1 man-days to prepare.

HQS, RECORDS BR, AG

CONUSA Survey (cont)

	(r) CONARC Disposition
1. (CSGID-68)	N/A

H-11A-8

356

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE AG
DIVISION Administrative Services
BRANCH Printing Plant
SECTION

DATE OF INTERVIEW 18 Apr 72

FUNCTIONAL AREA(S) Publications and Printing

NAME OF INDIVIDUAL CONTACTED MAJ Burger

PHONE #

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. Quarterly Commercial Printing Report (JCP-2)	JCP-1017	X		Printing Plant and Procurement Officer	AR 310-1	No	No	No	(e) Forwarded directly to DA
2. Printing Plant Report (JCP-1)	JCP-1004	X		Printing Plant	AR 310-1	No	No	No	(e) Forwarded directly to DA
3. Annual Plant Inventory (JCP-5)	JCP-1001	X		Printing Plant	AR 310-1	No	No	No	(e) Forwarded directly to DA

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1. None	Yes	No	No	DA	None	N/A	UNK	UNK	UNK	Report requires two man-days to prepare
2. Used to evaluate efficiency of operation and to determine requirements for personnel and equipment	Yes	No	No	DA	None	N/A	UNK	UNK	UNK	Report requires three man-days to prepare
3. Used to verify equipment on hand or to ascertain loss	Yes	No	No	DA	None	N/A	UNK	UNK	UNK	Report requires three man-days to prepare

AMEDD-84-4

PRINTING PLANT CONUSA Survey (cont)

	(r) CONARC Disposition
1. (JCP-1017)	N/A
2. (JCP-1004)	N/A
3. (JCP-1001)	N/A

6-V-II-R

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE AG
DIVISION ADMIN SERVICES
BRANCH RECORD MANAGEMENT
SECTION

DATE OF INTERVIEW 18 Apr 72

FUNCTIONAL AREA(S) Records Management

NAME OF INDIVIDUAL CONTACTED MAJ BERGER

PHONE # 2785

(a) Title/Name of Report	(b) RCS	(c) m	(c) s	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. Records Holding (DA 3471)	GSA 1001(R2)	X		Installation	AR 340-1	NO	NO	NO	FUSA consolidates for command and forwards to TAGO
2. CONARC Records Mgt Survey	ATAG-29	X		Branch	CONARC Supplement to AR 340-1	NO	YES	YES	Report reflects record mgt surveys conducted by FUSA of its sub-commands. Requirement is directed by DA.

(d)

(d)

		CONUSA Survey (cont)
Records Mgt Br ASD AG		(r) CONARC Disposition
1.		N/A
2.	(ATAG 29)	Report is retained at CONARC and used to monitor the program to insure CONUSA is conducting the required surveys.

H-HH-A-12

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE AG
DIVISION Reserve Forces & ROTC Division
BRANCH Reserve Personnel Action Br
SECTION

DATE OF INTERVIEW 18 Apr 72

FUNCTIONAL AREA(S) Personnel Action

NAME OF INDIVIDUAL CONTACTED Mr. Rodgers

PHONE # 2563

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. Reserve Component Officers Eligible for Promotion Consideration	AG-601		X	Branch	AR 680-150	No	No	No	(c) Deck of punch cards (e) Used by Reserve Compo Personnel & Administration Center, (RCPAC), St Louis As feeder data to initiate promotion action on grades Major and above.
2. Army Reserve Appointments by grade, Branch, and source	OPO-38	X		Branch	AR 635-100	No	No	No	(e) Used by DA to monitor Reserve Commissions accomplished by the field.
3. Zones of Consideration for unit and nonunit Reserve LTC.	OPO-33	X		Branch	AR 135-155	No	No	No	(e) Used eventually at DA to establish secondary zones for promotion to O-6.

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1. None	Yes	No	No	RCPAC	None	N/A	UNK	UNK	UNK	(p) Report prepared by machine - approximately one man-day and is submitted as required.
2. None	Yes	No	No	RCPAC	None	N/A	UNK	UNK	UNK	(p) Report requires two man-days to prepare and is submitted annually.
3. None	Yes	No	No	RCPAC	None	N/A	UNK	UNK	UNK	(p) Report requires three man-days t prepare and is submitted annually.

AF-RE-A-MA - 17

RESERVE PER ACTIONS BR

CONUSA Survey (cont)

(r)
CONARC Disposition

1. (AG-601) N/A
2. (OPO-38) N/A
3. (OPO-33) N/A

AR 140-315

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE AG
DIVISION Reserve Forces & ROTC Division
BRANCH Office of the Chief
SECTION

DATE OF INTERVIEW 18 Apr 72

FUNCTIONAL AREA(S) Re-enlistment

NAME OF INDIVIDUAL CONTACTED Mr Noble

PHONE # 2740

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. Enlistment/Re-enlistment Report	CSRSV-128	X		Reserve Units	DA ltr, AGAA -PERS, 26 Jul 71	No	No	No	(e) Re-enlistment statist for DA use to monitor pro gress and measure effec- tiveness of Reserve Re-enlistment Program. (g) CONARC consolidates for all Armies and fwd to DA
2. Reserve Component Active Army In-Service Recruiting Program	CSRSV-130	X		Installation	DA msg 102100Z Jan 72; 1A Cir 140-14	No	No	No	(d) Only seven installations in FUSA participate and recruit AD personnel being discharged for Reserve units. (e) Reports consolidated at CONARC and forwarded to DA to measure effectiveness program.

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1. To monitor Progress	Yes	Yes	No	CONARC	None	N/A	UNK	UNK	UNK	(p) Two man-days are required to consolidate and prepare report and submitted monthly.
2. To monitor Progress	No	No	No	CONARC	None	N/A	UNK	UNK	UNK	(k) Report forwarded from installation directly to CONARC; info to FUSA (p) Three man-days required to prepare report which is submitted weekly.

H-8-IFA-17

CONUSA Survey (cont)

ROTC Branch AG	(r) CONARC Disposition
1.	N/A
2. (ATPER 269)	Consolidated at CONARC and forwarded to DA. CONARC does not use the report to monitor the branch selections and indicated CONUSA could deal directly with DA.
3. (ATIT 154)	Used at CONARC to manage the program, specifically, to measure effectiveness and also as a basis for allocating scholarships to the separate CONUSA. Nothing is forwarded to DA.

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE AG
DIVISION Reserve Forces & ROTC Division
BRANCH ROTC Br
SECTION

DATE OF INTERVIEW 18 Apr 72

FUNCTIONAL AREA(S) Personnel Actions

NAME OF INDIVIDUAL CONTACTED MAJ Jones

PHONE # 7459

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. ROTC Entry on Initial Active Duty Tour	CSGPA-1093	X		ROTC Br	DA Cir 614-9	No	No	No	Used by DA to monitor projected accessions from ROTC Program
2. USAR Branch Assignments of ROTC Graduates	ATPER-269	X		ROTC Br	CONARC ltr ATPER-MPO-O 5 Nov 70	No	No	Yes	CONARC-directed report used as feeder info to report to DA
3. Army ROTC four-year scholarship	ATIT-154	X		ROTC Br	CONARC Cir 145-5	No	Yes	No	Report used by CONARC to manage program.

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1. None	Yes	No	No	DA	None	N/A	UNK	UNK	UNK	(p) Report requires two man-days to prepare and is submitted semi-annually.
2. None	Yes	No	No	CONARC	None	N/A	UNK	UNK	UNK	(p) Report requires one man-day to prepare and is submitted monthly
3. Used by DCSOT & ROTC Br to monitor program	Yes	Yes	No	CONARC	Army ROTC 4 yr scholarships	CONUSA	UNK	UNK	UNK	(o) Reports sent to ROTC institutions. (p) Report requires six man-days to prepare and submitted annually.

Hqll-AE20 4.20

CONUSA Survey (cont)

Reserve Forces & ROTC Div	(r) CONARC Disposition
1. (CSRSV-128)	Consolidated by CONARC and forwarded to CORC. Used at CONARC to monitor progress and measure effectiveness of reserve reenlistment program. Manual preparation of the report will be discontinued within the next several months and will be replaced by an automated report prepared by RCPAC.
2. (CSRSV-130)	Consolidated at CONARC and forwarded to CORC. Used at CONARC to monitor progress and effectiveness of the program which recruits AD personnel who are being discharged for USAR units.

H-II-A-21

CONUSA SURVEY FORM

FUNCTIONAL AREA Administrative Services

POINT OF CONTACT MAJ Berger

NAME OF OFFICE Chief, Administrative Services Div, AG

TELEPHONE 2785

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Supervises activities of Administrative Services Division.	A,B,D,E,	2	3.75	3.75	2	
2. Exercises operational control over FUSA Field Printing Plant.	A,B,D,E,	2	.25	.25		2. Requirements & guidance for opn of the printing plant are provided by Printing & Publications Br; however, of Division retains operational control.

H-II-B

CONUSA SURVEY FORM

FUNCTIONAL AREA Mail Distribution & Postal

POINT OF CONTACT CPT Sterling

NAME OF OFFICE Mail Distribution & Postal Br, ASD, AG

TELEPHONE 4500

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Operates unit mailroom for FUSA and supported units.	B	2	5	5	2	These are normal AG functions common to any headquarters.
2. Operates distribution center.	B	2	7	7	2	
3. Authenticates and dispatches outgoing correspondence.	B	2	3	3	2	
4. Supervises FUSA postal activities and command pouch system.	B,D,E, G	2	1	1	2	
5. Maintains liaison with Post Office Dept and provides technical advice to commands.	B,D,G	2	1	1	2	
6. Inspects postal facilities in the command.	F	2	1	1	2	

CONUSA SURVEY FORM

FUNCTIONAL AREA Records Maintenance

POINT OF CONTACT CPT Hopgood

NAME OF OFFICE HQ Records Br, ASD, AG

TELEPHONE 3102

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Maintains HQ record files.	B	2	2	2	2	These are the normal AG functions common to any headquarters.
2. Operates classified control office for HQ	B	2	2	2	2	
3. Operates Cosmic Control Point	B	2	1	1	2	
4. Operates and maintains reference library	B	2	2	2	2	
5. Provides classified courier service	B	2	1	1	2	

CONUSA SURVEY FORM

FUNCTIONAL AREA Records Management

POINT OF CONTACT Mr. Sutton

NAME OF OFFICE Records Management Br, ASD, AG

TELEPHONE 2813

	(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1.	Supervises records management program for the command.	D, E, F, G	2	1	1	2	
2.	Monitors and approves selection and use of file and office equipment.	A & B	2	.1	.1	2	
3.	Supervises forms management program.	A, B, D, E F, G	2	1	1	2	
4.	Provides repository for USAR and ROTC records.	B & C	2	.2	.2	2	4. Avg space required is 125 linear ft. Files are retained for 2 years and forwarded to St. Louis.
5.	Provides FOUO control officer for command.	B, D, E	2	.1	.1	2	
6.	Directs maintenance of HQ files for other staff elements.	D, E, B	2	.5	.5	2	
7.	Reviews MTDA for file and office equipment.	B	2	.1	.1	2	

H-II-B-4

H-II-B-5

CONUSA SURVEY FORM

FUNCTIONAL AREA Printing and Publications

POINT OF CONTACT Mrs. Robbins

NAME OF OFFICE Printing and Publications Br, ASD, AG

TELEPHONE 2537

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Requisitions, receives, stores and distributes Army and CONARC publications and forms.	B	2	5	5	2	
2. Supervise printing activities within command.	D, E, F, G	2	1	1	2	
3. Provides for contract printing and acts on requests for printing equipment.	A & B	2, 3, 4	1	1	2, 3, 4	3. FUSA can grant authority to purchase certain types of equipment and to contract for printing within certain limits. Other requests must be forwarded to CONARC or DA.
4. Reviews, edits and prepares material for publication.	B	2	3	3	2	
5. Publishes general, special, letter and movement orders.	B	2	2	2	2	

CONUSA SURVEY FORM

FUNCTIONAL AREA Printing

POINT OF CONTACT MAJ Berger

NAME OF OFFICE Printing Plant, ASD, AG

TELEPHONE 2785

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Performs actual printing of documents as directed by Printing and Publications Branch	B	2	1 NCO 34 CIV	1 NCO 34 CIV	2	Receives requirements and guidance from Printing and Publication Branch; however, reports directly to Chief, Admin Svc Div. The plant produces 32,477,796 printed sheets on a yearly average and also contracts outside printing for an additional 20,000,000 printed sheets at a cost of approximately $71,800. The plant does printing generated by FUSA staff (regulations, memos, etc.) and handles the overflow from FUSA installations. It also has some requirements associated with supporting reserves and ROTC.

CONUSA SURVEY FORM

FUNCTIONAL AREA Personnel Administration of Reserve Forces & ROTC

POINT OF CONTACT Mr. Noble

NAME OF OFFICE Reserve Forces & ROTC Div, AG

TELEPHONE 2737

	(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1.	Supervise activities of the Division.	A, B, C, D, E, F, G	2, 3, 4	2.5	2.5	2, 3, 4	
2.	Process Personnel actions to include efficiency reports & recommendations for promotions for USAR & ARNG general officers.	A, B	2, 3, 4	.5	.5	2, 3, 4	2. All actions handled personally by the Chief of the Division.

CONUSA SURVEY FORM

FUNCTIONAL AREA Personnel Operations

POINT OF CONTACT Mr. Fox

NAME OF OFFICE Operations Br, Reserve Forces & ROTC Div, AG

TELEPHONE 4106

	(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1.	Mobilization planning for AG activities	A, D, E	2 & 4	.3	.3	A, D, E	
2.	Monitors training & readiness in AGC USAR units.	B - G	2	.3	.3	B - G	
3.	Monitors strength maintenance of USAR units.	B	2	.3	.3	B	
4.	Augments for personnel services USAR & ARNG units mobilized under emergency conditions.	B	2	.3	.3	B	
5.	Coordinates requisitions for assignment to USAR units.	B	2	.3	.3	B	5. Only for mobilization.
6.	Maintain career mgt files of USAR GO & Col.	B	2	1.2	1.2	B	6. ER & documents relating to conduct & efficiency
7.	Prepares AD orders for ROTC grads & USAR (Officers)	B	2	4.5	4.5	B	7. Initial tour of duty only.

CONUSA SURVEY FORM

FUNCTIONAL AREA _____ POINT OF CONTACT _____

NAME OF OFFICE Per Opns Br, Reserve Forces & ROTC Div, AG TELEPHONE _____

	(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
8.	Operates distribution and supply center for Div.	B	2	4	4	B	
9.	Administers FUSA accession det (Officers).	B	2	.3	.3	B	9. Det is a "paper" unit & furnishes the nec personnel data to initially enter the individual on the Officers Master Tape Record (OMTR).
10.	Replies to Congressional inquiries.	B	2	3.5	3.5	B	10. Replies fwd directly to MC with info to OCLL, DA.

H-II-B-10

CONUSA SURVEY FORM

FUNCTIONAL AREA Personnel Actions (ROTC)

POINT OF CONTACT MAJ Jones

NAME OF OFFICE ROTC Branch, RF & ROTC Div, AG

TELEPHONE 7459

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Processes applications for RA & USAR Commissions for ROTC cadets in FUSA.	B, C	2 & 4	2	2	B, C	1. RA applications to DA; USAR appointments approved at CONUSA.
2. Monitors branch selections procedures & allocates branch quotas to ROTC institutions.	B	2	1	1	B	2. Branch quotas rec from CONARC.
3. Obtains initial duty assignments from DA.	B	4	2	2	B	
4. Fwd Personnel records to new duty assignment unit for individual delaying entry on AD.	B	2	1	1	B	4. Records of individuals who delay entry on DA after graduation are fwd from ROTC institution to branch for subsequent distribution to first duty unit.
5. Performs administrative functions relative to ROTC Scholarship program.	B	2	4	4	B	5. Receive, process, review applications & fwd to Scholarship board at FUSA for decision.

CONUSA SURVEY FORM

FUNCTIONAL AREA Personnel Actions (ROTC)

POINT OF CONTACT MAJ Jones

NAME OF OFFICE ROTC Branch, RF & ROTC Div, AG

TELEPHONE 7459

	(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
6.	Prepares orders for ROTC Basic Summer Camp.	B	2	1	1	B	
7.	Administers FUSA USAR Control Group (Active duty obligator).	B	2	.25	.25	B	7. Unit which accounts for individuals who delay entry on AD after graduation.
8.	Administers FUSA Control Group (ROTC).	B	2	.25	.25	B	8. Unit which accounts for all Scholarship students & Advance students.
9.	Administers awards program ROTC cadets.	A & B	2-4	1.5	1.5	A & B	
10.	Processes personnel action.	B & C	2, 3, 4	13	13	B & C	

H-II-B-11

CONUSA SURVEY FORM

FUNCTIONAL AREA Personnel Actions

POINT OF CONTACT Mr. Rodgers

NAME OF OFFICE Reserve Personnel Actions Br, Res Forces & ROTC Div, AG

TELEPHONE 2563

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Processes, approves and/or fwd to DA officer appointments in USAR (except ROTC).	A, B	2-4	2	2	2-4	1. Br approves routine appointments but must send to DA those requiring waivers or exceptions to policy.
2. Processes nonroutine and selected personnel actions.	A, B	2, 3, 4	9.5	9.5	2-4	2. Br handles most exceptions to policy or difficult actions which must be coordinated w/other agencies. Routine actions handled at IGMR.
3. Administers FUSA Control Group (Delayed).			.5	.5		3. Paper unit which accounts for delinquent reservist who cross FUSA boundaries and action is initiated to involuntarily order individual to AD.

H-II-B-12

CONUSA SURVEY FORM

FUNCTIONAL AREA Personnel Actions (Reserve) POINT OF CONTACT Mr. Noble

NAME OF OFFICE FUSA Field Office (IGMR) TELEPHONE 2740

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Processes routine personnel actions for USAR personnel, such as: a. Discharges b. Involuntary ADT c. School Applications d. Appeals to DA e. Requests for extended AD f. Promotions g. Branch transfers h. Reclassification i. Elimination Actions j. Reassignments k. Recommended lists for 0-6 comd positions and Chief of Staff positions	A, B	2, 3, 4	71	71	2, 3, 4	1. Handles the bulk of routine personnel actions similar to what is accomplished by unit personnel offices. They have approval authority for certain actions whereas others must be forwarded to the Reserve Pers Actions Branch or the Division Chief for final action or for submission to higher headquarters.

CONUSA SURVEY FORM

FUNCTIONAL AREA Personnel Actions (Reserve)

POINT OF CONTACT Mr. Noble

NAME OF OFFICE FUSA Field Office (IGMR)

TELEPHONE 2740

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
2. Administers reserve personnel assigned to Selective Service Det	B	2	.25	.25		2. Merely provides administrative service
3. Processes requisitions for personnel requirements in reserve units	B	2	2.75	2.75		3. Forwards requisitions to RCPAC for fill
4. Administers Enlisted Evaluation System for USAR	B	2 & 4	10	10		
5. Issues discharges, special and letter orders	B	2	25	25		
6. Processes personnel accounting documents dealing with accessions, changes, or losses	B	2	5	5		6. Forwards data to Personnel Accounting Division, FUSA for necessary action.

H-II-B-14

APPENDIX III - INFORMATION OFFICE

1. The Information Office (IO) satisfies the current information requirements of FUSA.

2. The IO performs the following functions: (See Tab B and C)

a. Special assistance to the FUSA CG (writes CG's speeches).

b. Maintains contact with Civilian Aides to the Secretary of the Army.

c. Maintains contact with the Defense Advisory Committee on Women in the Service representation.

d. Command information is provided to FUSA military personnel and civilian employees.

e. Public Information (PI) which deals with public interest items.

f. Community relations.

g. ROTC and Reserves which are involved with those organizations information requirements.

3. Service that this headquarters provides to the installations is:

a. Command Information.

b. Community relations guidance.

c. Assistance to ARCOM and GOCOM.

4. This office requires from the installations:

a. Information report.

b. Assistance in PI matters.

5. CONARC does not provide this headquarters any services except films for command information.

6. This headquarters provides information reports to CONARC.

7. After the reorganization, the area officer will require IO for USAR, NG, and ROTC.

8. It appears that three reports could be eliminated (ATTIS-16-17-18) as they appear to have little management value. The reports to be retained (Budget 1085 and CINFO-10) will have to be processed at both headquarters (see Tab A).

9. Army manpower savings will depend on what role the Area Command will play in the field of information services. If the Area Command

retains information responsibility for Reserves, NG, and ROTC, there will probably be no savings in information personnel.

Tabs
A - Report Collection Form
B - Functions Survey Form
C - IO Office Structure

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE CONUSA Information
DIVISION Information Office
BRANCH
SECTION

DATE OF INTERVIEW 20 April 1972

FUNCTIONAL AREA(S) Information Office

NAME OF INDIVIDUAL CONTACTED LTC Etegaardt

PHONE # 3052

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. Information & Editorial Career Program Registrants	ATTIS-16	X		CONUSA	CON 600-18	NO	YES	YES	FUSA can supplement report guidance.
2. US Army Orientation Tours	ATTIS-17	X		CONUSA	CON Ltr	NO	YES	YES	Although a CONARC unique report, the report is sponsored by OCINFO, HQ DA.
3. Closed Circuit Educational Television	ATTIS-18	X		CONUSA/Instl	CON Ltr	NO	NO	YES	
4. Public Affairs Program	BUD-1085	X		Installation	DA Ltr DAPO-ZD, 9 Sep 71 CON Msg, 14 Sep 71	NO	NO	YES	
5. Command Information Report	CINFO-10	X		Installations/USAR	AR 368-81	NO	NO	YES	
6. Armed Forces Participation in Public Affairs Supporting Community Relations Program	DD-PA(AR) 979	X		CONUSA	DA Msg OCINFO 27 Mar 70, ATTIS-01 Apr 70	NO	NO	YES	DOD requirement for publicatic of a monthly list of projecte General Officer speaking enga ments.

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1. NONE	YES	NO	NO	CONARC	NO	CONUSA				
2. NONE	YES	NO	NO	CONARC	NO	CONUSA				
3. NONE	YES	NO	NO	CONARC	NO	Installation				
4. NONE	YES	NO	NO	CONARC	NO	Installation				
5. Manage-ment	YES	NO	NO	CONARC	NO	Installation				
6. NONE	YES	NO	NO	CONARC	NO	CONUSA	No man-years accountable			

(r)

CONARC Disposition

INFORMATION OFFICE

1. ATTIS-16 is not forwarded beyond CONARC. Report has been used to monitor civilian career program. CONARC Reg 600-18 is being revised and report is due for immediate elimination.

2. This report forwarded to HQ DA, OCINFO. CONARC merely monitors orientation tours through the medium of this semiannual report. (Each CONUSA conducts a minimum of one civilian tour per calendar quarter and reports same to CONARC.)

3. CONARC IO used report to determine which installations were using closed circuit TV for information purposes. CONARC message to CONUSA in early May 72 will delete report requirement.

4. CONARC Comptroller receives input from CONARC IO and forwards report to DA as required.

5. CONARC evaluates success of Command Info Programs within CONUSA and copies of all reports from installation and Reserve unit levels are forwarded to DA, OCINFO. This is a quarterly requirement of DA.

6. CONARC IO consolidates lists of General Officer (GO) speakers; adds CONARC GO to list and forwards to DA, OCINFO.

CONUSA SURVEY FORM

FUNCTIONAL AREA CONUSA Information

POINT OF CONTACT COL Brune

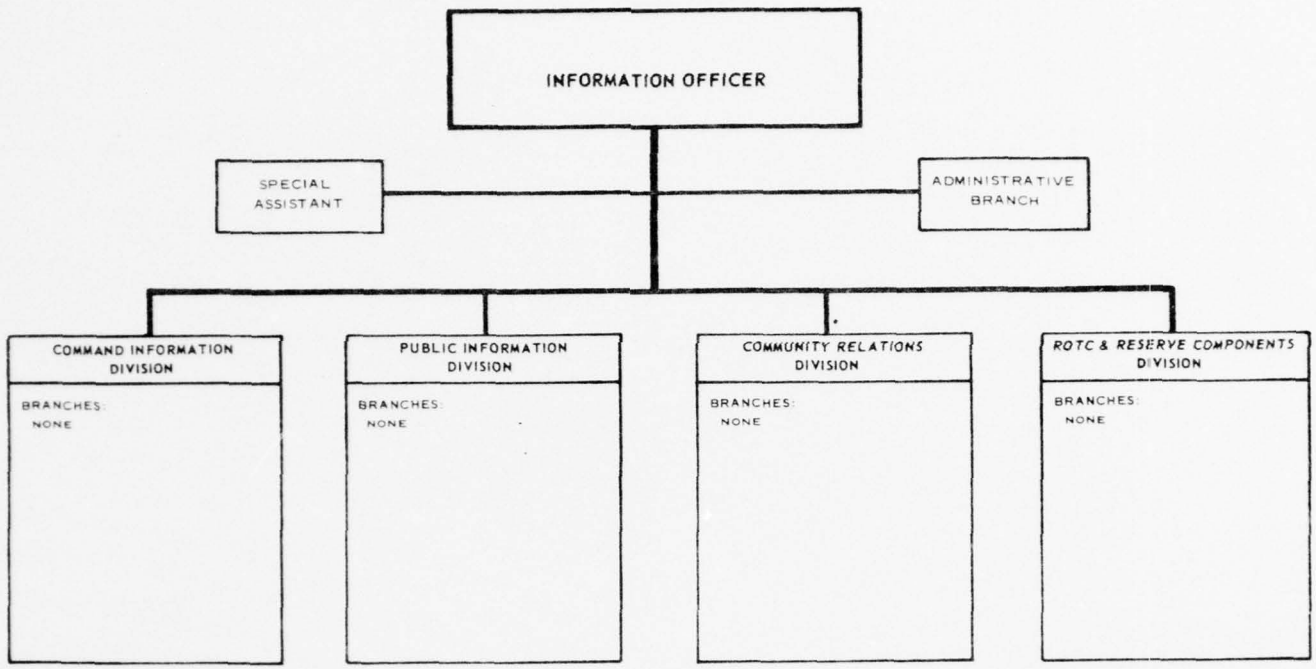
NAME OF OFFICE Information Office

TELEPHONE 3052

	(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1.	Special Assistant	B	2	1	1	3	1. Assistant writers speech for CG. Under reorganization this function will continue at command level and possibly at area level.
2.	Administrative Branch	B	2	3	3	2 and 3	2. Provide administrative assistance to present FUSA IO staff.
3.	Command Information Division	D	2	3	4	3	3. Provide CONUSA DA and CONARC information to 1st FUSA personnel.
4.	Public Information	B/D	2	10	9	2/3	4. Public Information (PI)is handled on a case-by-case basis. Normally PI guidance comes from HQ DA and deals with a particular case. After reorganization PI would be required in ar[illegible] command Hq.
5.	Community Relations	B/D	2			3	5. This branch handles all Army information dealing with community affairs as they relate to First
6.	ROTC & Reserve Components Info	B/D	2	6	6	2	6. This division deals in just Reserve info. It can be anticipated that A & CA comd will require this type of service.

H-III-B

HEADQUARTERS FIRST UNITED STATES ARMY



APPENDIX IV - INSPECTOR GENERAL (IG)

1. CONUSA Role. The IG of the HQ, FUSA, is assigned to the personal staff of the FUSA Commander. The FUSA IG inquires into and reports upon matters which pertain to the performance of the mission and the state of discipline, efficiency, and economy of the FUSA. In addition, the IG performs such other duties as are required by law and regulations, and those specific duties which are directed by the Army Commander. The major subdivisions within the FUSA IG are the Inspections Division and Investigation and Complaints Division. The TDA for the FUSA IG reflects the following organizational elements. The required (REQ), authorized (AUTH), and actual (ACT) strength figures appearing below are current figures as a result of the CONARC Manpower Survey conducted during October-November 1971. No change occurred in the overall requirements column but a net increase of seven personnel was realized in the authorized column.

OFC OF IG
REQ: 3 AUTH: 3 ACT: 3

ADMIN BR
REQ: 5 AUTH: 5 ACT: 5

INSPECTIONS BR
REQ: 80 AUTH: 62 ACT: 46

INVESTIGATION/COMPLAINTS BR
REQ: 5 AUTH: 5 ACT: 5

Although the above breakout is correct for the TDA, the Organizations and Functions Manual (1A Memo 10-1) refers to two separate divisions in the Office of the IG. For the sake of this narrative the term division is used at Tab B to show the two major functional areas of operations.

a. A review of Tabs A and B reveals that the IG interacts with all three levels: DA, CONARC, and the installation. AR 20-1 is quite explicit in the delineation of IG functions and the use of both command and IG technical channels. Both of these channels can be used in connection with the inspections and investigations/complaints functional areas. The report list at Tab A may be misleading if it is not fully understood that in addition to the one recurring report which is a summarization and consolidation of IG complaints (the Army Redress System which is discussed later), the FUSA IG also prepares 2300 separate Annual General Inspection (AGI) reports every year. In addition to the scheduled AGI of Active Army Class I FUSA installations, the IG annually inspects Reserve units and Army National Guard units. The entire inspection workload amounts to 2300 inspections. It should be noted that every National Guard unit down to the company-size organization is inspected yearly. This requirement stems from Title 23 of the U. S. Code and at the present time no deviations are allowed. (In conversation with the FUSA IG, he indicated that there is a staff action at the DA requesting relief from the yearly requirement so that a more liberal schedule,

similar to the Reserve unit inspections, can be realized.) Presently, the FUSA IG inspects Reserve units down to company-size every other year. These inspections at present involve 1 officer and 1 enlisted man per company-size unit who spend a maximum of 4 hours each at the company or unit level. In the opinion of the FUSA IG a minimum of 8 hours should be spent at the unit level by the two inspectors. Based on the results of the survey, the requirement column of the TDA (or 80 personnel) are needed to really accomplish the inspection mission. In addition to the inspections' mission, the FUSA IG may be required to furnish copies of its reports of investigation or reports under the redress system to the Chief of the National Guard Bureau (for ARNG units) or CORC (in the case of Army Reserve units). The report of investigation is not forwarded to CONARC. These reports are forwarded to DA (as described above) if appropriate and a copy is filed at the FUSA.

b. The FUSA IG requires from the installation level not only the preparation of the installation for scheduled AGI, but a follow through on recommendations that are contained in reports of inspection. The FUSA IG presently provides inspection services for the installations. In addition to performing inspections at the installation level, FUSA IG reviews reports of inspection conducted by IG of subordinate installations within the FUSA. This inspection function would rightly belong to the Major Commands under the reorganization, not to the CONUSA/Area Command. The latter command would continue to inspect Reserve and ARNG units.

c. The FUSA IG does practically nothing for the CONARC HQ. Granted that FUSA IG forwards report AHAIG-2, Inspector General Complaints, to CONARC, but what does CONARC do with it? That HQ forwards the same report to DA as required by the DA directive.

d. The FUSA IG or the CONUSA if you will, serves both the inspected units, the requirements or situations causing investigations, the soldier who has either a complaint or a request for assistance and finally, the DA. Technical Bulletin IG4 is quite specific in its requirements of the IG. These are DA requirements and guidance and they are not supplemented by an intermediate HQ. DA to FUSA IG technical channels are open at all times. These technical channels (discussed in para 1a above) are expedients and serve the interests and missions of the respective CONUSA IG.

2. Summary. It is evident after analysis of the FUSA IG office that the inspection function as well as the investigation function and Army Redress System are necessary and highly useful tools in the hands of any commander. It is quite apparent that the Class I installation inspection function along with investigative and redress procedures should be shifted to the respective emerging Major Commands. The Reserve and ARNG inspection and investigative functions and its accompanying redress procedures should be relocated in the headquarters of the CONUSA/Area Command. The question that must be answered is if inspections and investigations/complaints are important to the CONUSA/Area Commander and 37% of the strength of the Nation's Reserve Components are located in the 15 state area, how will the IG spaces be redistributed from four existing CONUSA to three newly emerging CONUSA/Area Commands. The elimination of CONARC and the creation of two Major Commands will necessitate the full complement of IG functions at these headquarters. The inspection function at the Major Commands should be preportionately less than that required of the CONUSA/Area Commands.

Tabs
A - Report Collection Form
B - Functions Survey Form

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE Inspector General
DIVISION
BRANCH
SECTION

DATE OF INTERVIEW 18 April 1972

FUNCTIONAL AREA(S) Inspector General

NAME OF INDIVIDUAL CONTACTED COL W. J. Moe

PHONE # 6554

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1.	Inspector General Complaints	AHAIG-2	X		Class I Installations	AR 20-1 1A Reg 20-1	NO	NO	YES	Selective modifications in category areas can be accomplished at FUSA
2.	(See narrative at Appendix IV for description of the Reports of Investigation process which is not a recurring report as such, but is also covered under AR 20-1).									

H-IV-A

CONUSA Survey (cont)

	(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition						Personnel			
	Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1.	Report provides FUSA CG with information on problem areas. Report indicates number of complaints and formal requests for assistance. Report subdivided into 16 major categories.	YES	YES	NO	CONARC who in turn forwards to DA	NONE	N/A	2	2	2	FUSA IG consolidates Installation input.

(r)

CONARC Disposition

INSPECTOR GENERAL

1. AHAIG-2 report is forwarded by FUSA IG to CONARC IG who in turn forwards it to CONARC Comptroller. This report required by CONARC IG is not in the same format from all CONUSA. AR 20-1 outlines 26 different possible areas of IG interest. These areas are considered to be indicators of morale, discipline and the overall strength or vigor of a command. Each CONUSA CG chooses those areas he will report upon. FUSA CG (IG) reports on 16 selected categories whereas Fifth USA CG reports on 13 categories of his choosing, CONARC does not formally consolidate and forward this report to OTIG, DA. CONARC Comptroller uses CONUSA data to prepare material for Quarterly Review and Analysis (R&A) for CONARC CG. CONARC Comptroller primarily identifies two areas in R&A; (1) No of complaints; (2) Requests for Assistance.

CONUSA SURVEY FORM

FUNCTIONAL AREA Office of the IG and Administrative Branch

NAME OF OFFICE Inspector General

POINT OF CONTACT COL W. J. Moe

TELEPHONE 6554

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Responsible to the FUSA CG and to the laws and regulations of the Army in his performance as the FUSA IG. Responsible for the management of his office.	A thru G	2	2	2	2/3	1. The FUSA IG is the principal and personal staff member in the CONUSA HQ responsible for IG functions. Included herein are briefings, attendance at many meetings, and functioning as a principal advisor to the CG, FUSA.
2. Office support and control, office files, administrative and supply tasks and the collection of statistical data.		2	6	6	2/3	2. Administrative tasks of this nature will be required at Major Comd level and at Area Comd under reorganization.

H-IV-B

CONUSA SURVEY FORM

FUNCTIONAL AREA Investigation and Complaints Division

POINT OF CONTACT COL W. J. Moe

NAME OF OFFICE Inspector General

TELEPHONE 6554

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Carries out assigned staff responsibility for conduct of investigations & receipt & review of complaints.	A, B, C, D E, G	2	1.25	1.25	2/3	1. This subfunction by-passes CONARC since the formal Army Redress System is directly between OTIG and the CONUSA.
2. Conducts and reports on investigations directed by CG, CONUSA.	A, B, C, D	2	1.00	1.00	2	
3. Reviews and processes reports of investigation.	A (See remarks) B, C	2/4	1.50	1.50	2/3	3. Depending upon the nature and scope of the investigation, the CONUSA may take general action on a subordinate command's investigation or it may continue on to the Secretary of the Army. The emerging Major Comds would still perform this function.
4. Operates and supervises the Command Redress System under the terms of reference of Inspectors General.	A, B, C, D	2	1.25	1.25	2/3	4. This subfunction, the operation of the Army Redress System, is what is commonly known as IG complaints and IG requests for assistance. The decision may occur at the CONUSA dependent upon the nature of the complaint.

CONUSA SURVEY FORM

FUNCTIONAL AREA Inspections Division

POINT OF CONTACT COL W. J. Moe

NAME OF OFFICE Inspector General

TELEPHONE 6554

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Supervises, plans, and carries out assigned staff responsibility for the conduct of:	A, B, C, D, E, F, G	2	20	14		1. Although the Inspections Division has an authorization of 62 personnel only 46 are actually assigned as of this survey. In the opinion of the FUSA IG the full 80 are needed, however 2300 Annual General Inspections (AGI) are conducted yearly. This figure includes Reserve and National Guard units in addition to Active Army. See narrative at Appendix IV. A general point brought out by the FUSA IG is that officers detailed to IG positions must be field grade. This shortage is not unique to FUSA however.
a. Annual General and Special Inspections of Active Army installations, units and activities within the jurisdiction of the Army Commander to include those CONARC units/activities as directed by CG, CONARC.					a.3	
b. Annual General Inspection (AGI) of USAR and ARNG units within the command.					b.2	
2. Prepares, reviews and monitors staffing of all reports of inspection of Active Army USAR and ARNG units/activities.	A, B, C, D, E, F, G	2	16	14	2/3	

CONUSA SURVEY FORM

FUNCTIONAL AREA Inspections Division

POINT OF CONTACT COL. W. J. MOE

NAME OF OFFICE Inspector General

TELEPHONE 6554

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
3. Insures that corrective action is taken on recommendations contained in reports of inspection.	A, B, C, D, E, F, G	2	16	14	2/3	3. Followup action on inspections is required by FUSA IG.
4. Reviews reports of inspections conducted by IG of subordinate installations within FUSA.	A, B, D, E, G	2	4	4	3	4. This review does not include other major commands such as AMC, CDC, USARADCOM, etc. IG assigned to these Comds perform their own reviews.

APPENDIX V - PROVOST MARSHAL

1. CONUSA Role. The FUSA Provost Marshal advises the FUSA CG on policy and the training and equipping of military police personnel and units. He also supervises command police operations, maintenance of order and discipline, limited criminal investigation activities, and the Crime Prevention Program. Also supervision of custody and rehabilitation of military prisoners and the planning and conducting of the Industrial Defense Program. Liaison is maintained with the 12th Military Police Group (CI).

a. The primary actions of the FUSA PMO are review of reports, conduct of staff visits, and the submission of verbal and written guidance to subordinate PMO. The office acts as a stop in the submission of reports to higher headquarters to include the evaluation of Serious Incident Reports (SIR).

b. Two major activity areas take much of the efforts of the FUSA PMO. First is an activity which is performed at installation level but that has a singular importance on an area basis. That is the position of the FUSA PMO as the President, Armed Forces Disciplinary Control Board (North and Central Eastern Area). This board reserves approval authority over the actions/recommendations of 15 local boards of the Army, Navy, Air Force, and Coast Guard. This position will be required in the future and can be filled from either Major Command, or from the appropriate Area Command if included in area coverage functions.

c. The second function of magnitude has definite Area Command orientation. That is the conduct of the Industrial Defense Program which includes inspection of defense industry facilities by field offices (4 in FUSA). Seminars are conducted by Army personnel for selected industrial leaders to "provide guidance to industries and utilities to safeguard them from sabotage and other hostile or destructive acts, including civil disturbances, through the application of physical security and emergency preparedness measures." Since 43% of the key facility list is found in the FUSA area, the significance of this function cannot be overemphasized.

d. Operation of the FUSA terminal of the FBI National Crime Information Center (NCIC) provides a means for reporting loss/theft of serial numbered government equipment such as weapons, and office machinery. This function should continue on an area basis.

2. The preceding paragraph pointed out major activities which are recommended for inclusion in the mission of future Area Commands. An alternative is offered to Area Command responsibility for conduct of the Industrial Defense Program. DA-DCSLOG controls the key facility list and could assume the responsibility for stating survey requirements on area or installation Provost Marshal offices. The Disciplinary Control Board and NCIC functions should be Area Command responsibilities.

Tabs
A - Reports Collection Form
B - Functions Survey Form
C - Organization - PMO

432

433

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE Provost Marshal
DIVISION
BRANCH Admin
SECTION

DATE OF INTERVIEW 19 April 1972

FUNCTIONAL AREA(S) Admin

NAME OF INDIVIDUAL CONTACTED

PHONE # 7359

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1.	CONARC addendum to PM Activities Report	ATPM-40	X		PMO	CON Suppl, AR 190-46	NO	YES	NO	Required by CONARC
2.	PM Activities	PMG-2(8)	X		PMO	AR 190-46, CON Suppl 190-46	NO	NO	NO	Required by DA
3.	Report of Apprehension (Friendly Foreign Force Personnel)	OSD1429	X		PMO	AR 27-51, CON Reg 190-4	NO	NO	NO	Required by DA
4.	Report of Confinement (Friendly Foreign Force Personnel)	OSD1430	X		PMO	AR 27-51, CON REG 190-4	NO	NO	NO	Required by DA

H-V-4

CONUSA Survey (cont)

	(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition						Personnel			
	Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1.	Compiled	NO	YES		CONARC PM	N/A		4	4	4	Report is prepared at instl. Compil at Army. Fwd to CONARC for compilation prior to submission to DA.
2.	Compiled	SOME	YES	YES	CONARC PM	N/A		2	2	2	Report prepared at instl. Compiled at Army. Fwd to CONARC for compilation prior to submission to DA.
3.	Info	YES	NO	NO	DA	N/A		2	2	2	Reports seldom received. Processing is thru channels only.
4.	Info	YES	NO	NO	DA	N/A		2	2	2	Reports seldom received. Processing is thru channels only.

CONUSA Survey (cont)

(r) CONARC Disposition PMO (ADMIN)	

1. Addendum to PMG-2. Statistics used for CONARC evaluation and information.

2. Consolidation at CONARC for submission to DA (OPMG). CONARC use same as 1 above.

3.&4. Report forwarded direct to DA (OPMG). Further disposition to the General Counsel DOD with information copies to TJAG and CONARC. CONARC uses for staff coordination if necessary.

436

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE 1A Provost Marshal
DIVISION Ops Div
BRANCH Ops - P/T, Cnf, NCIC
SECTION

DATE OF INTERVIEW 19 April 1972

FUNCTIONAL AREA(S) Operations

NAME OF INDIVIDUAL CONTACTED SGT Traylor

PHONE # 4492

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1.	Rept of Loss, Theft and Recovery of Firearms and Ammunition (DA 3056)	JUST-1010	M		PM	AR 190-11	NO	NO	NO	DA Requirement
2.	Sentry Dog Handlers and Sentry Dogs	PME-61	M		PM	AR 190-12 Con Msg 121852Z May 70	NO	NO	NO	DA Requirement
3.	Instl Cnf Fac Population (Final Rept 31 Dec 72) (1AA Form 625-R)	PME-75	M		PM	DA Ltr, 28 Oct 71, CON 1st Ind, 8 Nov 71, 1A Ltr, 8 Dec 71	NO	NO	NO	DA Requirement
4.	MP Unit Str Rept	AHAPM-115	M		Unit	1A Msg 061100Z Dec 71, 1A Reg 190-1	YES	NO	YES	Feeder Rept for Sta Staff Planning
5.	Weekly Cnf Stat Rept	AHAPM-117	M		PM	1A Ltr, 3 Dec 71	YES	NO	YES	Feeder Rept for Stat & Stat Planning

H-V-A-4

CONUSA Survey (cont)

	(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition						Personnel			
	Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1.	Info	YES	NO	NO	OTPMG CONARC FBI	NO	-	5	5	2	Personnel auth for the NCIC operations is understrength.
2.	Info	YES	NO	NO	CONARC	NO	-	4	4	4	
3.	Info, Comd Briefings	YES	YES	YES	CONARC	NO	-	4	4	4	
4.	Info, Comd Staff	NO	YES	YES	-	NO	-	2	2	2	
5.	Info, Comd Staff	NO	YES	YES	-	NO	-	5	5	5	

H-VIII-5

CONUSA Survey (cont)

(r)
CONARC Disposition
PMO (OPERATIONS)

1. An "as occurs" report (BLUEBELL) direct to DA. CONARC receives copy - cannot change.
2. Quarterly report consolidated at CONARC.
3. Consolidated at CONARC for submission to DA (OPMG). Used for management information at CONARC.
4. N/A
5. N/A

439

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE Provost Marshal
DIVISION Industrial Defense
BRANCH
SECTION

DATE OF INTERVIEW 19 April 1972

FUNCTIONAL AREA(S) Industrial Defense

NAME OF INDIVIDUAL CONTACTED LTC Thompson

PHONE # 2342

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1.	Program Effectiveness	CSGLD-1603	X		CONUSA level	AR 190-17	NO	NO	NO	(b), (g) and (h) uniform DA requirement
2.	Industrial Defense Survey	PMG-62	X		CONUSA level	AR 190-17	NO	NO	NO	(b), (g) and (h) uniform DA requirement

R-V-A-7

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition						Personnel		
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
Evaluation of Industrial Defense Program	DA	NO	NO	DA	N/A	DA	4	*		
Report to Management	Management of Industry	NO	NO	Management of Industry	N/A	DA	18	1 Officer 1 Civ	1 Officer 1 Civ	*Completes above report also

CONUSA Survey (cont)

(r) CONARC Disposition
PMO (ID)

1. Consolidated at CONARC for submission to DA (OPMG and DCSLOG). Primarily a progress report to DCSLOG on key industry status.

2. Each industry survey is reviewed at CONARC, approved and dispatched to DA (OPMG).

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE Provost Marshal
DIVISION Operations
BRANCH Investigations & Security
SECTION

DATE OF INTERVIEW 19 April 1972

FUNCTIONAL AREA (S) Investigations & Security

NAME OF INDIVIDUAL CONTACTED MAJ Lynch

PHONE # 4491

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1.	Serious Incidents	ATPM-19	X		PMO	Con Suppl to AR 1-55 1A Suppl to AR 1-55	NO	NO	NO	DA requirement
2.	Physical Security of Weapons, Ammo and Explosives	DDA(AR) 1055	X		PMO	DA Ltr, 29 Dec 70, Con 1st Ind, 6 Jan 71	NO	NO	NO	DA requirement
3.	CID Investigations and Related Activities	DD-A(Q) 838	X		Responsibility being transferred to USACIDC					
4.	Rept of Individuals, Groups or Org Threatening Govt Officials	PMG-60	X		PMO	AR 190-10	NO	NO	NO	DA requirement

CONUSA Survey (cont)

	(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition						Personnel			
	Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1.	Info, PM Statistics	YES	NO	NO	CONARC PM	NO	-	3	3	3	
2.	Info, PM Statistics	NO	YES	YES	CONARC PM	NO	-	4	4	4	Used to monitor the physical securi status of command
3.											
4.	Info	YES	NO	NO	CONARC PM	NO	-	5	5	5	

H-V-A-14

CONUSA Survey (cont)

(r)
CONARC Disposition

PMO (I&S)

1. This is serious incident report (SIR). Evaluated by CONARC after installation and Army evaluations. Does not progress to DA unless changed to "BLUEBELL" report. Accomplished in message format.

2. Rescinded April 1972. Previous data to become part of installation/unit physical security file.

3. CID Command function. No CONARC involvement.

4. Consolidated at CONARC for DA submission (OPMG). Reporting by message with followup letter.

CONUSA SURVEY FORM

FUNCTIONAL AREA PROVOST MARSHAL

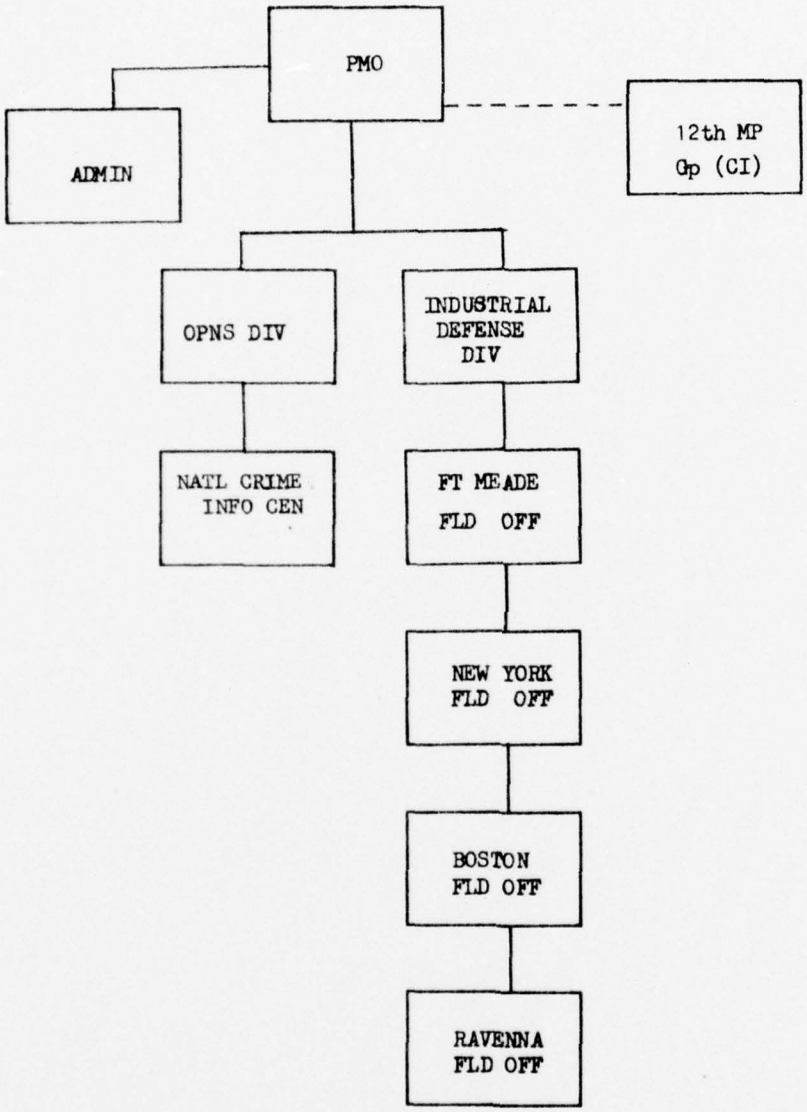
POINT OF CONTACT COL LePage

NAME OF OFFICE ~~FIRST ARMY~~ PROVOST MARSHAL

TELEPHONE 2342

	(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1.	Supervise Confinement & Enforcement Programs	D,E	1,4	13	12	1	Includes Admin functions of FUSA PMO
2.	AWOL APP, Physical Sec, defector & validation programs	D,E	1	7	5	1	Geographical boundries need determination at area command level
3.	Operates terminal for the FBI NCIC	B,C		4	2		CID function
4.	Control serious incident reporting system	B	1,2	2	2		Reporting sequence for SIR and Bluebell
5.	Industrial Defense	A,B,C, D,E,F,G	2	20	*18		* 11 are survey officers. Instructions and inspections to prevent sabotage

FIRST US ARMY
OFFICE OF THE PROVOST MARSHAL



——— COMMAND

– – – – LIAISON

H-V-C

446

APPENDIX VI - STAFF JUDGE ADVOCATE

1. CONUSA Role. The Staff Judge Advocate (SJA) of the HQ, FUSA serves as legal advisor to the CG, FUSA and his staff. The FUSA SJA provides legal opinions and advice on questions of law with respect to matters having legal implications. Although it is stated in the FUSA Memo 10-1 (Organization and Functions Manual) that the FUSA SJA supervises the administration of military justice, the legal assistance program and training in military justice and other legal subjects, a review of the reports at Tab A will reveal that FUSA SJA primarily acts as an intermediary between FUSA installations and CONARC and DA. Essentially, the only report originated by the FUSA SJA is an informal and telephonic report which is provided by FUSA installations to the SJA indicating how many personnel are in pretrial confinement. The FUSA SJA is organized into a Legal Assistance Division, Military Justice Division, Military Affairs Division, Claims Division, and an Administrative Branch. Tab B illustrates these functional areas and their attendant subfunctions. Decision points and recommended decision points are also located within Tab B. The TDA for the FUSA SJA reflects the following organizational elements and required (REQ), authorized (AUTH) and actual (ACT) strength figures:

OFC OF SJA
REQ: 9 AUTH: 9 ACT: 8

MIL JUSTICE BR
REQ: 11 AUTH: 9 ACT: 8

CIVIL LAW BR
REQ: 10 AUTH: 8 ACT: 8

Although the above breakout is correct for the TDA itself, the Organization and Functions Manual (FUSA Memo 10-1) refers to four separate divisions in the Office of the SJA. (CONARC Reg 10-5 states that: "The Special Staff includes..Staff Judge Advocate.. Because of their relatively small size, special staff offices normally will not be subdivided into divisions. The branch will be the normal subordinate element.") Therefore, it is academic whether the four functional areas are called branches or divisions. For the sake of this narrative the term division is used at Tab B to show the functional areas of operations. The TDA does not reflect the actual working relationships whereas the functional area breakout at Tab B does.

a. The FUSA SJA's role with regard to DA, CONARC, and the FUSA installations can best be depicted as one of an advisory nature. The FUSA provides GCM jurisdiction for selected installations and activities (see para 1b below) but generally maintains a passive roll because most requirements in this functional area are determined by the Office of the Judge Advocate General (OTJAG), HQ DA.

b. The CONUSA (FUSA SJA in this case) receives from the installation selected reports which are not required by the FUSA itself but by a higher headquarters (normally HQ DA; see Tab A). The FUSA performs military justice services for selected installations and

17

activities in FUSA where a GCM jurisdiction in the sense of Article 22, UCMJ is not present. These military justice functions consist of:

(1) GCM jurisdiction and associated trials by GCM.

(2) Review of inferior court decisions and actions.

(3) Furnish counsel for Special Courts-Martial and Boards of Officers.

(4) Article 15 appeals.

(5) Advice to commanders.

These functions are provided to the installations and activities listed at Tab C. Note that "other miscellaneous" is listed because FUSA SJA is not certain of all the activities which might be provided these services. Many of these units are of detachment-size and would be handled on a case-by-case basis if they are not under some other GCM jurisdiction.

c. The CONUSA functional area in question; i.e., the FUSA Staff Judge Advocate's Office does very little for CONARC. A review of the disposition of reports attached at Tab A confirms this point. Although one report is forwarded to CONARC it is in reality a DA requirement. Tabs D through F show CONARC with some involvement but except for legal requirements stemming from procurement actions (Tab D), all lines to CONARC are coordination or information lines, not requirement lines or channels. The FUSA SJA assists the head of the procurement activity in contractual review, labor disputes, etc.

d. The last item to be addressed in this paragraph answers the question - What does the FUSA SJA do for DA? In almost every case, the FUSA SJA responds directly to the Office of the Staff Judge Advocate General (OTJAG) at HQ DA.

(1) JAG Personnel Management and Actions (Tab E). The management of JAG officers is centrally controlled and directed by OTJAG. All decisions are made by DA. Decision or requirement lines do not extend to CONARC or FUSA but directly to the installations. (The JAG officer and enlisted personnel at CONARC and FUSA are handled in the same manner; i.e., central control by DA.)

(2) Reserve Affairs. The FUSA SJA provides a courtesy service to CONARC with regard to Reserve Unit SJA Affairs (see Tab F). The operations and training direction stems from OTJAG to the Judge Advocate General's School (TJAGS) and to the Reserve units. FUSA SJA reviews applications for commissions in Reserves, reviews summer training schedules for Reserve units, and performs courtesy visits or inspections for CONARC. The TJAG, DA, has overall responsibility for establishing and formulating professional legal training for SJA unit and staff training. The SJA of CONUSA normally are responsible areas. The requirements line stems from OTJAG Schools and then to the Reserve units.

(3) Claims. The diagram at Tab G again illustrates the FUSA involvement with DA and none with CONARC. It is plainly evident that the CONUSA deals with the Chief of the US Army Claims Service and DA in carrying out this function.

(4) Litigation (civil cases). Although there is no requirement at the CONUSA level dictated by HQ DA, the FUSA SJA performs in the role of expeditor and/or coordinator when OTJAG asks the CONUSA to assist in speeding up civil litigation. This expeditor function is normally carried out telephonically (see Tab H).

2. The above paragraph has attempted to record some of the salient functions or missions of the FUSA SJA. Tab B portrays the functional and subfunctional areas performed in the Office of the SJA. Two other functions which have not been enumerated at Tab B are worthy of mention because they are performed directly under the SJA instead of one of the four divisions (or to use the CONARC term, branches). They are Reserve Affairs and Procurement. Although they are not described within the Organization and Functions Manual, they have been described in paragraph 1 above and are diagramed at Tabs D and F, respectively.

Tabs
A - Reports Collection Form
B - Functions Survey Form
C - Military Justice
D - Procurement
E - Personnel Management and Actions
F - Reserve Affairs
G - Claims
H - Litigation

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE Staff Judge Advocate
DIVISION
BRANCH
SECTION

DATE OF INTERVIEW 17 April 1972

FUNCTIONAL AREA (S) Judge Advocate Responsibilities

NAME OF INDIVIDUAL CONTACTED LTC J. Norton

PHONE # 5572

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. Statistical Report of Criminal Activity & Offenses	DO-M(SA) 1061	X		Installation level by PM offices	DA Ltr, AGDA (M)(9Apr 71) DCSPER-SARD 30 Jun 71; CONARC Reg 600-1	NO	NO	YES	CG, FUSA can show which offenses are FUSA and non-FUSA.
2. Report of Non-Judicial Punishment	JAG-2	X		Staff JA of each GCM jurisdiction	AR 27-10	NO	NO	NO	FUSA JAG prepares report for which it operates as GCM jurisdiction.
3. Report of Legal Assistance	JAG-7 (R3)	X		Any office that has a legal assistance office	AR 608-50	NO	NO	NO	No consolidation.
4. Administrative Claims Report (DA Form 3)	JAG-24 (R3)		X (Hard copy)	Wherever claim is filed	AR 27-20	NO	NO	NO	
5. Affirmative Claims Report	JAG-42 (R1)	X		At every claims office	AR 27-20	NO	NO	NO	
6. Trial Observer Report	OSD-1023	X		In foreign country	AR 27-50	NO	NO	NO	Case by case. None prepared in 3 years.
7. Trial Observer Report on Appeal	OSD-1024	X		In foreign country	AR 27-50	NO	NO	NO	As required. None prepared in over two years.
8. Monthly Visitation Reports	OSD-1025	X			AR 27-50	NO	NO	NO	

(OVER)

CONUSA Survey (cont)

	(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition						Personnel			
	Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1.	NONE	YES	YES	NO	CONARC	NONE	N/A	Negligible Workload			Info gathered at installation level by Provost Marshal personnel, FUSA SJA reporting purely numbers. FUSA merely consolidating.
2.	NONE	YES	NO	NO	DA	NONE	N/A	1	1	1	1 day workload to prepare.
3.	NONE	YES	NO	NO	DA	NONE	N/A	Negligible Workload			Report goes to DA from Installation GCM jurisdictions.
4.	NONE	YES	NO	NO	U.S. Army Claims Service	NONE	N/A	0	0	0	Tear off type form. Form sent to U.S. Army Claims Svc. Claims Svc performs data processing service. U.S. Army Claims Svc sends info to installation directly.
5.	NONE	YES	NO	NO	TJAG, DA	NONE	N/A	Negligible			This report concerns trials in Foreign Courts. FUSA has responsibility for preparation of this report only in Greenland if such case might arise.
6.	NONE	YES	NO	NO	TJAG,DA	NONE	N/A	0	0	0	This report concerns trials in Foreign Courts. FUSA has responsibility for preparation of this report only in Greenland if such case might arise.
7.	NONE	YES	NO	NO	TJAG,DA	NONE	N/A	0	0	0	None filed in past three years.
8.	NONE	YES	NO	NO	TJAG,DA	NONE	N/A	0	0	0	

(r)

CONARC Disposition

STAFF JUDGE ADVOCATE

1. The Office of the SJA CONARC forwards report to HQ DA,ATTN: JAAJ-CC (The Office of the Judiciary in OTJAG). This report forwarded to DA by CONARC is required semiannually. CONARC does not use this report in any way.
2. N/A
3. N/A
4. N/A
5. N/A
6. N/A
7. N/A
8. N/A

453

CONUSA SURVEY FORM

FUNCTIONAL AREA Legal Assistance Division

POINT OF CONTACT LTC J. Norton

NAME OF OFFICE SJA

TELEPHONE 5572

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Individual Legal Assistance required by AR 608-50	A, B, C, D	2	2	2	1	Assistance to FUSA personnel assigned to HQ, FUSA
2. Supervises Legal Assistance Program of FUSA	E, G	2	0	0	3	Insignificant because of DA guidance which is provided

454

CONUSA SURVEY FORM

FUNCTIONAL AREA Military Affairs Division

POINT OF CONTACT LTC J. Norton

NAME OF OFFICE SJA

TELEPHONE 5572

	(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1.	Furnishes opinions and advice to the command on interpretation/application	D, E	2	1	1	3	Legal advice furnished to Staff and Command, FUSA.
2.	Reviews Board Actions and investigations for legal sufficiency	D	2	1	1	2	FUSA SJA provides advice to responsible staff agencies as to whether proceeding is legally sufficient.
3.	Collaboration with other governmental departments and US District Attorneys on civil litigation and contact with installations.	B	4	1	1	4	FUSA SJA functions as both a coordinator and expediter between DA and installations. Much of this is done telephonically.

H-VI-B-3

CONUSA SURVEY FORM

FUNCTIONAL AREA Military Justice Division

POINT OF CONTACT LTC J. Norton

NAME OF OFFICE SJA

TELEPHONE 5572

	(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1.	Supervises Admin of Military Justice.	A, B, D	2	3.25	3.25	3	General in nature.
2.	Performs pretrial, trial and post-trial actions connected with trials by courts-martial.	A, B, C, D, E	2	3	3	3	Those Comd who are not assigned to some other GCM jurisdiction. Critical function at FUSA because FUSA is the GCM jurisdiction for selected units.
3.	Maintains office of record for courts-martial records.	B, C	2	1.50	1.50	3	Consolidation of cases for whom FUSA is GCM jurisdiction.
4.	Officer elimination boards and other boards.	A, B, D,	1, 2	.50	.50	2, 3	FUSA Legal Advisor and recorder for boards.
5.	Examines records of trial for legal sufficiency.	A, B, C	2	.50	.50	2, 3	Personnel involved at FUSA are the same professional staff as indicated in items 2 and 3.
6.	Counsel for Courts-Martial proceeding UP AR 27-10.	B, C	2	.25	.25	3	Usually tasking is accomplished at installations. FUSA is convening authority but seldom is counsel furnished from FUSA. As a practical matter, the last officer elimination board at FUSA level was in 1970.

H-VI-B-4

CONUSA SURVEY FORM

FUNCTIONAL AREA Claims Division

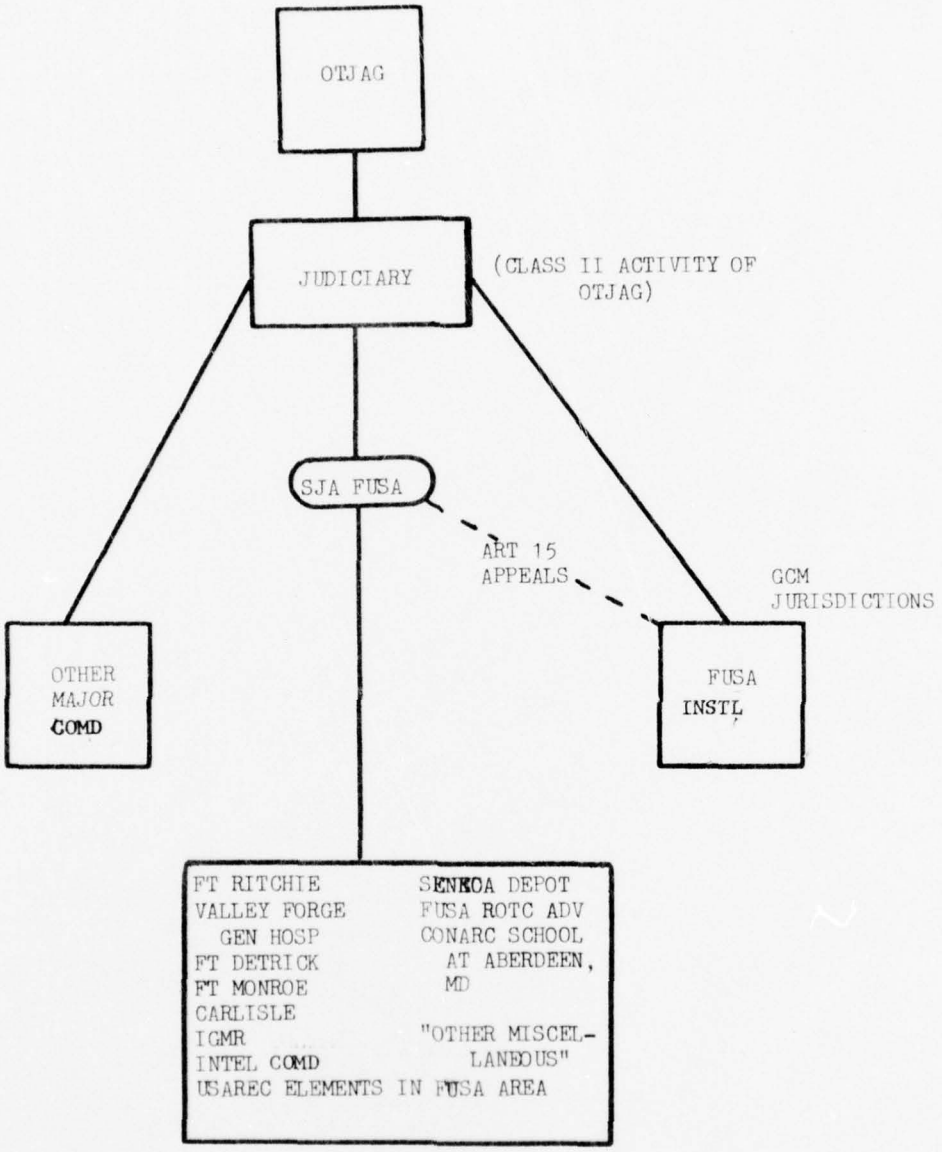
POINT OF CONTACT LTC J. Norton

NAME OF OFFICE SJA

TELEPHONE 5572

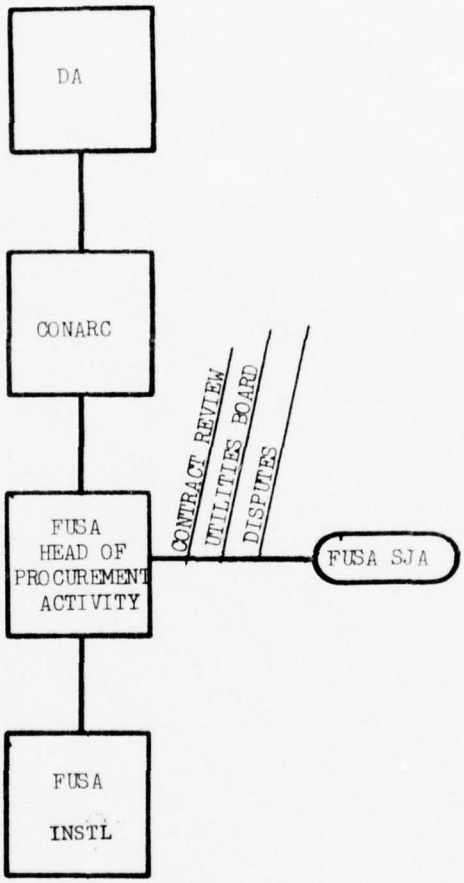
(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Operates as command claims service in Army Claims Program.	A, B, C, D, E, F,	2	1.25	1.25	UNKNOWN	
2. Approves between $2500 and $5000 claims forwarded from subordinate HQ (or any other cases not settled at installation).	A,B,D,E, G	2	1.50	1.50	3	Approval and disapproval actions are based on a geographical responsibility. SJA FUSA handles other Major Commands and Class II activities in FUSA geographical area. (Personnel utilized are same people as items 1 and 2.)
3. Disapproves all claims regardless of amount of money involved.	A,B,D,E, G	2	.50	.50	3	
4. Operates claims office for HQ FUSA.	A,B,C	1 (see remarks)	0	0	1	CONARC has stated that Ft Meade should provide service, not FUSA HQ.
5. Takes recovery against all parties found liable to US Government.	A,B,D	2	.25	.25	3	SJA FUSA performs this service for HQ FUSA activities. Very minimal activity at FUSA.
6. Prosecutes claims for installations in excess of $2500 to $5000 and claims at FUSA.	A,B,D,E	2	.50	.50	3	Any cases not settled below FUSA are forwarded by installation for recovery action.

MILITARY JUSTICE

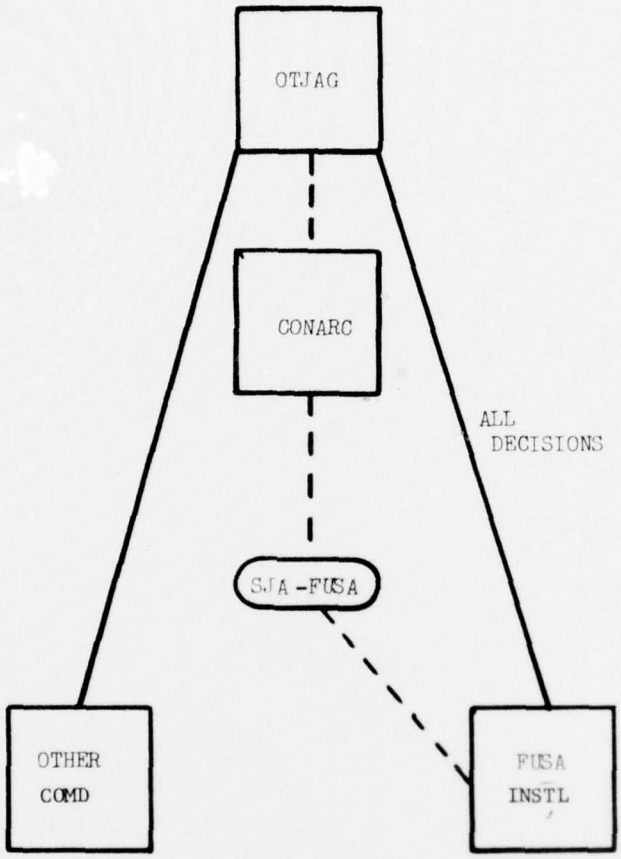


457

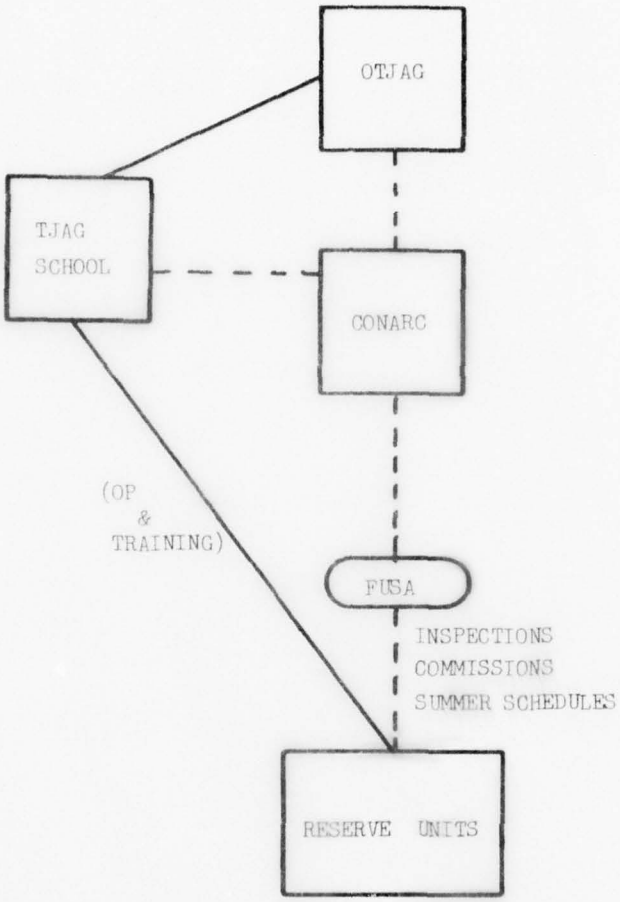
PROCUREMENT



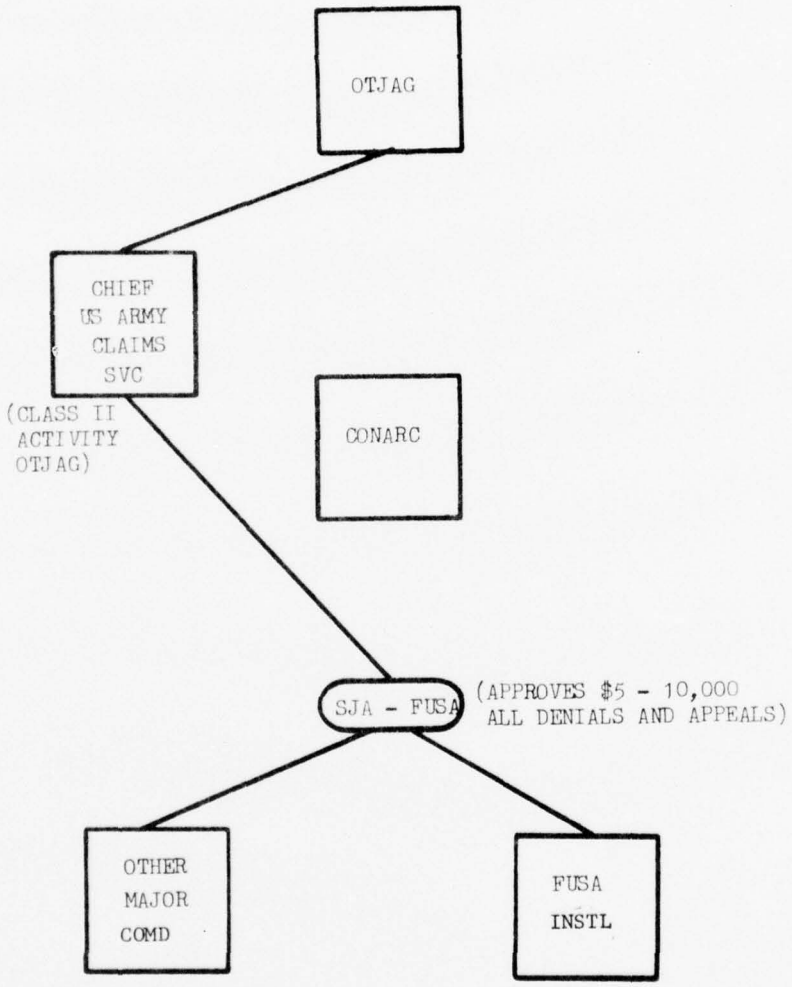
JAG PERSONNEL
MANAGEMENT AND ACTIONS



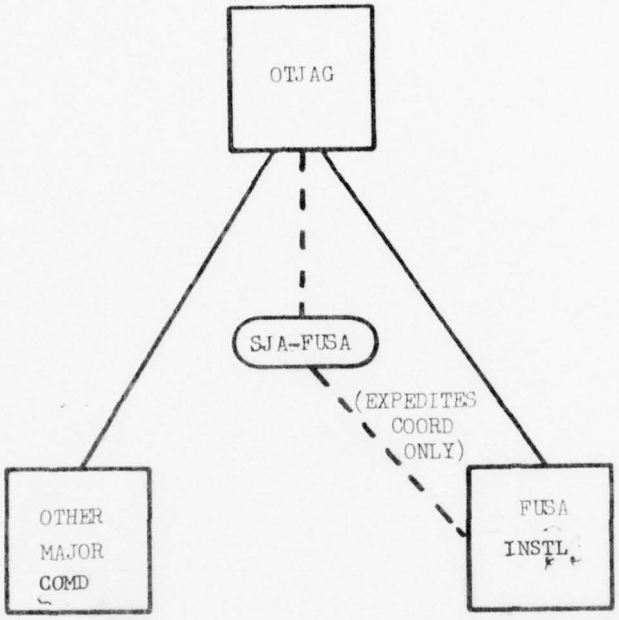
RESERVE AFFAIRS



CLAIMS


OTJAG
CHIEF US ARMY CLAIMS SVC
(CLASS II ACTIVITY OTJAG)
CONARC
SJA - FUSA
(APPROVES $5 - 10,000 ALL DENIALS AND APPEALS)
OTHER MAJOR COMD
FUSA INSTL

LITIGATION
(CIVIL CASES)



APPENDIX VII - CHAPLAIN

1. CONUSA Role. The Staff Chaplain of the HQ, FUSA advises the CG and his staff on matters pertaining to religion, morality, and character guidance. The Staff Chaplain supervises chaplain activities within the command. Further, he supervises all aspects of the Reserve Forces Chaplain Program within the Army area. Additionally, FUSA Chaplain assumes staff responsibility for personnel actions pertaining to Active Army and Reserve Forces chaplains and staff specialists. The Staff Chaplain represents the Army Commander at religious and civic functions. The Chaplain Office, FUSA, is not organized on a division or branch basis but rather is organized along primary duties assigned to Assistant Army Chaplains. The reports listed at Tab A indicate that the FUSA Chaplain's Office performs a consolidating function for CONARC and the DA. No reports are initiated by this office although it is fair to say that both reports are put to good use at the CONUSA level. The TDA for the FUSA Chaplains Office reflects the following required (REQ) and authorized (AUTH) strength figures.

CHAPLAIN
REQ: 13 AUTH: 11

Based on the results of the survey, it was learned that the October-November 1971 CONARC Manpower Survey had reduced this office to:

CHAPLAIN
REQ: 11 AUTH: 9 ACT: 12

It is relatively evident that the FUSA Chaplain has already suffered space reductions, and although certain functions would be transferred or eliminated under the reorganization decision, if adequate emphasis is to be placed on chaplain training and activities in the Reserve and ARNG areas from the CONUSA/Area Command level, then further elimination of chaplains from the staff should be considered carefully. At Tab B the reader will discover under the functional-title, Director of Religious Education, a position which does not exist at any other CONUSA and should be considered for elimination under the reorganization. It appears that the commissioned Assistant Army Chaplain for Reserve Forces in the present or future organization is the area which should be addressed in terms of mission capability. Presently it takes two chaplains a total of two years to visit and consult with each Reserve and ARNG unit in the 15 State FUSA area.

a. In addition to the Chaplain's CONUSA responsibilities or roles, this staff office responds to the DA, CONARC, and installation levels as well. Tab B reflects the interplay between these levels.

b. The primary requirements of the Chaplain's office with respect to Class I installations is primarily contained in the two reports required of each Chaplain's Office at the installation level. In addition to receiving reports dealing with chaplain recources/training

and religious activities, the FUSA Chaplain assures that proper staff estimates and budgetary guidance are furnished the FUSA Comptroller, so that G-1000 Chaplain Activities funds are provided to chaplains at installation level. FUSA Chaplain monitors the chaplain portion of the Command Welfare Fund (CWF) so that religious activities such as retreats and workshops will be conducted at the appropriate installations. The FUSA Chaplain's Office concerns itself with staff visits and speaking engagements at the installation level also.

c. The CONUSA must and does deal with CONARC, but based on the results of this CONUSA survey it appears that CONARC Chaplain dealings with the FUSA Chaplain centers almost exclusively around Reserve information and training. The two reports alluded to previously (see Tab A) indicate that the FUSA Chaplain is required to furnish training information to CONARC.

d. The FUSA Chaplain's Office deals with and does more for the Office of the Chief of Chaplains, DA, than it does for CONARC. The technical channels which operate between DA and the CONUSA are evident in the religious area just as they are in some of the other CONUSA Special Staff areas. Chaplain personnel management is a direct line between DA and the CONUSA.

2. Summary. It is apparent from the size of the FUSA Chaplain's Office, the limited amount of reporting which is conducted, and the few functions which can be performed due to its size, that very few savings will be achieved under any reorganization decision. The five professional members of the clergy assigned to the office are spread between Active Army and Reserve/ARNG requirements. The Reserve support in the religious area must be addressed by implementation planners, since any reconfiguration of the CONUSA/Area Commands must assure the continuing procurement of chaplains for the Reserve units and those who seek active duty.

Tabs
A - Reports Collection Form
B - Functions Survey Form

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE Chaplain
DIVISION
BRANCH
SECTION

DATE OF INTERVIEW 19 April 1972

FUNCTIONAL AREA(S) Chaplain

NAME OF INDIVIDUAL CONTACTED CH(LTC) C. Bainbridge

PHONE # 6071

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. Chaplain Resources and Training	ATREL-1 (R1)	X		12 Class I Installation (Chaplain's Office)	CON Reg 165-4	NO	YES	NO	1. Report required by CONARC Format contained in AR Reg. CONARC Form 61. Installation reports are forwarded to CONARC along with a summary consolidat page which is prepared by FUSA Chaplain.
2. Religious Activities and Character Guidance	CH-12(R1)	X		12 Class I Installation (Chaplain's Office)	AR 165-20; CON Reg 165-20; FUSA Reg 165-3	NO	NO	NO	2. Installation feeder repor are not forwarded to CONA FUSA consolidates report writes qualitative and quantitive analysis of go attainment.

H-VII-A

CONUSA Survey (cont)

	(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition						Personnel			
	Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1.	FUSA uses report in R&A presentation to CG, VIP briefings at FUSA, Staff Chaplain updates, and uses to assist in determining PRA requirements.	YES	NO	NO	CONARC	NO	N/A	2 (Quarterly requirement performed by one Asst Army Chaplain and clerical support)	2	2	1. Ft. Hamilton's subposts, Ft. Hancock, Wadsworth, Ft. Tilden, Ft Eustis subpost, Ft. Story and Ft. Lee (Camps AP Hill and Pickett) and Ft. Meade's post Ft. Holabird. All these subinstallations provide feeder data to chaplains at installations. Report includes names of chaplains as w[illegible] Includes Reserve Component chap[illegible] ACDUTRA during summer training.
2.	FUSA uses this report similarly to report listed above. Also assists in budget analysis.	YES	NO	NO	CONARC (CONARC prepares CONUSA consolidations and forwards to DA).	NO	N/A	2 (Basically the same individuals listed above)	2	2	2. Reserve or NG Chaplains on Active duty for training are included in this repo as well; thus, religious activities ar included.

CONUSA Survey (cont)

(r)

CONARC Disposition

CHAPLAIN

1. CONARC Staff Chaplain's Office uses this report for quarterly Review and Analysis information, preparations for manpower surveys, and to determine how many Reserve chaplains have performed ACDUTRA/ANACDUTRA. Report is under consideration at CONARC for elimination or possible modification. Information copy of each CONUSA report is forwarded to DA although not required by HQ, DA.

2. This report is not needed at CONARC. Additionally, AR 165-20 is now under revision and decision has been made by Office, Chief of Chaplains, DA, that DA no longer requires this information.

CONUSA SURVEY FORM

FUNCTIONAL AREA Deputy Army Chaplain and Assistant for Personnel

POINT OF CONTACT CH (LTC) C. Bainbridge

NAME OF OFFICE Chaplain Office

TELEPHONE 6071

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Acts for the Army Chaplain.	A thru G	2	.25	.25	2	1. Clerical support is of course required for these subfunctions.
2. Supervises--						
a. Special Projects	A, B	2	.50	.50	2	
b. Chaplain & Asst Tng.	C, D, E, G					
c. Preparation of Chaplain Activity notes						
d. Preparation for Annual Tng conferences						
3. Monitors Manpower Requirements and maintains current personnel data.	A, B, C	2	.05	.05	2	3. Personnel mgt of chaplains is accomplished by OCCH, not CONARC.

CONUSA SURVEY FORM

FUNCTIONAL AREA Deputy Army Chaplain and Assistant for Personnel

POINT OF CONTACT CH(LTC) C. Bainbridge

NAME OF OFFICE Chaplain Office

TELEPHONE 6071

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
4. Coordinates TDA requirements.	A, B, C, D	2	.10	.10	0	4. Reviews manpower surveys of all FUSA activities in Chaplains area.
5. Reviews and provides input to Emergency and Contingency Plans of FUSA	A, B, E	2	.10	.10	0	

CONUSA SURVEY FORM

FUNCTIONAL AREA Asst Army Chaplain for Admin, Program and Budget

POINT OF CONTACT CH (LTC) Bainbridge

NAME OF OFFICE Chaplain Office

TELEPHONE 6071

	(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1.	Administration of FUSA Chaplains office.	A, B, C, D E, F, G	2	1.75	1.75		
2.	Activity Director G1000, Chaplain Activities.	A, B, C, E	2	.25	.25		2. Funding (appropriated) of entire FUSA Religious program. Provides input to DCSCOMPT.
3.	Monitors Chaplain portion of Command Welfare Fund (CWF).	A, D, E	2	.10	.10		3. FUSA utilizes nonappropriated funds to conduct retreats and workshops, for example. FUSA Chaplain decides which religious programs will receive CWF support.
4.	Reviews MCA Program for Religious Facilities.	B, C	2 (Decisions made by MCA Board at FUSA not by Chaplains office.)	.25	.25	0	4. Permanent facilities such as unit chapels Installations 5-year projections for construction include chapels, etc.
5.	Provides Review and Analysis functions for Chaplain.		2	1.65	1.65	0	5. This function related to reports consolidations and entire R & A activities.

CONUSA SURVEY FORM

FUNCTIONAL AREA Director of Religious Education

POINT OF CONTACT CH (LTC) C. Bainbridge

NAME OF OFFICE Chaplain Office

TELEPHONE 6071

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Religious Education Consultant.	D, E	2	.25	.25	0	1. Director of Religious Education is primarily concerned with Active Army as opposed to Reserves. FUSA is only CONUSA that has a Director of Religious Education at this level. Other CONUSA do not have position.
2. Formulates Religious Education Policy.	D, E	2	.25	.25	0	
3. Programs and Directs Religious Education Training Programs for 12 Class I Installations.	D, E, G	2	.25	.25	0	
4. Monitors Activities of 7 Directors of Religious Education in FUSA area as well as Religious Education at Class I Installations.	D, E, F, G	2	.25	.25	0	

CONUSA SURVEY FORM

FUNCTIONAL AREA Assistant Army Chaplain for Reserve Forces

POINT OF CONTACT CH (LTC) C. Bainbridge

NAME OF OFFICE Chaplain Office

TELEPHONE 6071

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Monitors-- a. Reserve Forces Chaplain Program b. Staff Specialist Program c. Processing of Personnel Actions d. Reserve Chaplain Tng and Readiness	(A, B, C, D, E, F, G for those subfunctions 1 thru 4 below)	2	2	2	2	1. Normally 2 Chaplains, 1 EM, 1 Civilian and clerical support would be used to accommodate these subfunctions. These subfunctions have been inherited from the former Reserve Corps areas. CONARC eliminated one chaplain during the past 1971 Manpower Survey. The opinion of FUSA Chaplains office is that this functional area has been severely hampered by lack of Reserve Force support due to loss of key personnel in recent manpower survey. Based on interviews and analysis, it presently takes two Chaplains a total of two years to visit each Reserve and AI unit.
2. Coordinates Site Support Requirements.			.50	.50		
3. Formulates Policy and Directives.			.25	.25		
4. Promotes Chaplain Procurement.			.25	.25		

FIRST UNITED STATES ARMY - LOGISTICS

Table of Contents

	Page
PART II, TEAM 2 SUMMARY	1
Annex A - LOGISTICS	A
Appendix I - Supply	A-I
Tab A - Reports Collection Form	A-I-A
Tab B - Function Survey Form	A-I-B
Tab C - Organization	A-I-C
Appendix II - Transportation	A-II
Tab A - Reports Collection Form	A-II-A
Tab B - Function Survey Form	A-II-B
Tab C - Organization Charts	A-II-C
Appendix III- Maintenance	A-III
Tab A - Reports Collection Form	A-III-A
Tab B - Function Survey Form	A-III-B
Tab C - Organization Chart	A-III-C
Tab D - Reserve Support	A-III-D
Appendix IV - Services	A-IV
Tab A - Reports Collection Form	A-IV-A
Tab B - Function Survey Form	A-IV-B
Tab C - Organizational Chart	A-IV-C
Tab D - Mission and Functions	A-IV-D
Appendix V - Medical (See Annex D)	A-V
Appendix VI - Engineer	A-VI
Tab A - Reports Collection Form	A-VI-A
Tab B - Function Survey Form	A-VI-B
Tab C - Organization Chart and Mission Statement	A-VI-C
Appendix VII- Procurement	A-VII
Tab A - Reports Collection Form	A-VII-A
Tab B - Function Survey Form	A-VII-B
Tab C - Procurement Mission and Functions	A-VII-C
Tab D - HPA Peculiar Functions	A-VII-D

	Page
Appendix VIII - Plans and Operations	A-VIII
Tab A - Reports Collection Form	A-VIII-A
Tab B - CONUSA Survey Form	A-VIII-B
Tab C - Organization	A-VIII-C
Appendix IX--Logistics Management	A-IX
Tab A - Reports Collection Form	A-IX-A
Tab B - CONUSA Survey Form	A-IX-B
Tab C - Organization	A-IX-C
Annex B - MILITARY CONSTRUCTION ARMY	B
Appendix I - Major MCA, Minor MCA, O&MA	B-I
Tab A - Reports Collection Form	B-I-A
Tab B - Function Survey Form	B-I-B
Tab C - Organizations	B-I-C
Annex C - STOCK FUND	C
Appendix I - Stock Fund Operations and Historical Accomplishments	C-I
Tab A - Reports Collection Form	C-I-A
Tab B - Information Report Flow	C-I-B
Tab C - Stock Fund Subhome Office	C-I-C
Tab D - CONUSA Survey Form	C-I-D
Annex D - MEDICAL ACTIVITIES (MEDDAC)	D
Appendix I - FUSA MEDDAC	D-I
Tab A - Reports Collection Form	D-I-A
Tab B - Function Survey Form	D-I-B
Tab C - Organization Chart and Mission Statement	D-I-C
Annex E - CAMPS PICKETT AND HILL	E
Annex F - OAKDALE SUPPORT DETACHMENT	F
Annex G - FUSA ROTC PROGRAM	G
Appendix I - FUSA ROTC Data	G-I
Tab A - Reports Collection Form	G-I-A
Tab B - Function Survey Form	G-I-B
Tab C - Supervision of the ROTC Program	G-I-C
Tab D - DCSOT ROTC Division Organization	G-I-D
Tab E - FUSA ROTC Budget FY 72	G-I-E
Tab F - Functions ROTC Division	G-I-F

	Page
Appendix II - ROTC Support	G-II
Appendix III- ROTC General Discussion	G-III
Appendix IV - Discussion of Alternatives	G-IV
Annex H - AREA SUPPORT	H
Appendix I - Report of Visit - Defense Retail Interservice Logistics Support (DRILS) Meeting, Naval Station, Norfolk, Va.	H-I
Annex I - COMMAND RELATIONS	I
Appendix I - Chain of Command	I-I
Tab A - Command Organization Chart	I-I-A
Tab B - Staff Organization	I-I-B
Tab C - Efficiency Report System	I-I-C
Appendix II--Unique Situations	I-II
Tab A - Fort Monmouth	I-II-A
Tab B - Aberdeen Proving Ground	I-II-B
Tab C - Carlisle Barracks	I-II-C
Tab D - West Point	I-II-D
Annex J - READINESS REPORTING	J
Appendix I - Automated Army Unit Readiness Reporting System (AAURRS)	J-I
Tab A - CONUSA Reports Collection Form	J-I-A
Tab B - CONUSA Survey Form	J-I-B
Tab C - AAURRS Information Flow	J-I-C
Appendix II -Surgeon	J-II
Appendix III-Training and Force Development	J-III
Tab A - CONUSA Reports Collection Form	J-III-A
Tab B - CONUSA Survey Form	J-III-B
Appendix IV - DCSPER	J-IV
Tab A - CONUSA Reports Collection Form	J-IV-A
Tab B - CONUSA Survey Form	J-IV-B

		Page
Appendix V	- DCSLOG	J-V
Tab A	- CONUSA Reports Collection Form	J-V-A
Tab B	- CONUSA Survey Team	J-V-B
Appendix VI	- Reserve Forces Readiness System	J-VI
Tab A	- CONUSA Reports Collection Form	J-VI-A
Tab B	- CONUSA Survey Form	J-VI-B
Tab C	- *Reserve Readiness Reporting* System	J-VI-C
Appendix VII	- Other Reporting Systems	J-VII
Tab A	- Force Status and Identity Report (FORSTAT)	J-VII-A
Tab B	- Civil Disturbance Data Report (CIDUDAT)	J-VII-B
Tab C	- Joint Resource Assessment Data	J-VII-C
Tab D	- CONARC Movement Planning and Status System (COMPASS)	J-VII-D
Annex K	- DOMESTIC EMERGENCIES	K
Appendix I	- Plans	K-I
Tab A	- Reports Collection Form	K-I-A
Tab B	- CONUSA Survey Form	K-I-B
Appendix II	- Operations	K-II
Tab A	- Reports Collection Form	K-II-A
Tab B	- Function Survey Form	K-II-B
Tab C	- Emergency Operations Center	K-II-C
Appendix III	- Civil Defense and Civil Assistance Branch	K-III
Tab A	- Reports Collection Form	K-III-A
Tab B	- Function Survey Form	K-III-B
Tab C	- FUSA Military Assistance to Civil Authorities Plan	K-III-C
Tab D	- Search and Rescue	K-III-D
Annex L	- INTELLIGENCE	L
Appendix I	- DCSI Organization Chart	L-I
Appendix II	- Plans and Operations Branch	L-II
Tab A	- CONUSA Reports Collection Form	L-II-A
Tab B	- Function Survey Form	L-II-B
Tab C	- Plans and Operations Flow	L-II-C

	Page
Appendix III- Training Branch	L-III
Tab A - CONUSA Reports Collection Form	L-III-A
Tab B - Function Survey Form	L-III-B
Tab C - Intelligence Training Flow	L-III-C
Appendix IV - Current Intelligence Branch	L-IV
Tab A - CONUSA Reports Collection Form	L-IV-A
Tab B - Function Survey Form	L-IV-B
Tab C - Current Intelligence Flow	L-IV-C
Appendix V - Clearance Branch	L-V
Tab A - CONUSA Reports Collection Form	L-V-A
Tab B - Function Survey Form	L-V-B
Tab C - Security Clearance Flow	L-V-C
Appendix VI - Adjudications Branch	L-VI
Tab A - CONUSA Reports Collection Form	L-VI-A
Tab B - Function Survey Form	L-VI-B
Tab C - Clearance Adjudication Flow	L-VI-C
Appendix VII- Security of Military Information Branch	L-VII
Tab A - CONUSA Reports Collection Form	L-VII-A
Tab B - Function Survey Form	L-VII-B
Tab C - Security of Military Information Flow	L-VII-C
Annex M - UNIT TRAINING	M
Appendix I - Reserve Components	M-I
Tab A - Reports Collection Form	M-I-A
Tab B - Function Survey Form	M-I-B
Appendix II - Active Army, Unit Training	M-II
Tab A - Function Survey Form	M-II-A
Annex N - DEPARTMENT OF THE ARMY MASTER PRIORITY LIST (DAMPL)	N
Appendix I - CONUSA Survey	N-I
Tab A - CONUSA Survey Form	N-I-A
Tab B - Flow Chart	N-I-B
Annex O - RESERVE COMPONENTS	OO
Appendix I - Deputy Chief of Staff Reserve Forces (DCSRF)	OOI

AD-A047 031 OFFICE OF THE CHIEF OF STAFF (ARMY) WASHINGTON DC MA--ETC F/G 15/5
FUNCTIONAL STUDY OF CONUSA (CONTINENTAL U.S. ARMY) MANAGEMENT.(U)
MAY 72

UNCLASSIFIED

6 OF 20
AD A047031

		Page
Tab A	- Missions and Functions, DCSRF	O-I-A
Tab B	- FUSA Command Structure	O-I-B
Tab C	- FUSA Area of Responsibility	O-I-C
Tab D	- Staff Structure Chart	O-I-D
Appendix II	- Organization and Readiness Division	O-II
Tab A	- Reports Collection Form	O-II-A
Tab B	- Function Survey Form	O-II-B
Appendix III	- Plans and Operations Division	O-III
Tab A	- CONUSA Survey Reports Collection Form	O-III-A
Tab B	- CONUSA Survey Form	O-III-B
Appendix IV	- Training Division (DCSRF)	O-IV
Tab A	- CONUSA Survey Reports Collection Form	O-IV-A
Tab B	- CONUSA Survey Form	O-IV-B
Annex P	- OTHER AREAS SURVEYED	P
Appendix I	- Aviation	P-I
Tab A	- CONUSA Reports Collection Form	P-I-A
Tab B	- CONUSA Function Survey Form	P-I-B
Appendix II	- Nuclear, Biological, and Chemical	P-II
Tab A	- CONUSA Reports Collection Form	P-II-A
Tab B	- CONUSA Survey Form	P-II-B
Tab C	- FUSA Explosive Ordnance Disposal Control Center (EODCC)	P-II-C
Tab D	- Related Activities	P-II-D
Appendix III	- National Match Director, DCSOT	P-III
Tab A	- CONUSA Survey Reports Collection Form	P-III-A
Appendix IV	- Training Support Branch	P-IV
Tab A	- CONUSA Reports Collection Form	P-IV-A
Tab B	- CONUSA Survey Form	P-IV-B
Appendix V	- Program Management Branch, DCSOT	P-V
Tab A	- CONUSA Survey Form	P-V-A

PART II - TEAM 2 SUMMARY

Methodology

1. Team 2 surveyed the following functional areas of HQ, FUSA:

Annex A - Logistics
Annex B - Military Construction
Annex C - Stock Fund
Annex D - Medical Activities
Annex E - Camps Pickett & Hill
Annex F - Oakdale Support Detachment
Annex G - FUSA ROTC Program
Annex H - Area Support
Annex I - Command Relations
Annex J - Readiness Reporting
Annex K - Domestic Emergencies
Annex L - Intelligence
Annex M - Unit Training
Annex N - Department of Army Master Priority List
Annex O - Reserve Components
Annex P - Other Areas Surveyed

a. Seven areas were surveyed at FUSA which were not previously addressed in the installation reports. These are: Intelligence (Annex L); Unit Training (Annex M); Aviation (Annex P, Appendix I); Nuclear, Biological and Chemical (Annex P, Appendix II); National Match Director (Annex P, Appendix III); Training Support (Annex P, Appendix IV); Training Program Management (Annex P, Appendix V).

b. The survey was conducted by contacting each staff element associated with the various functional areas. An onsite interview was held with each staff element and survey forms completed, covering the reports and detailed subfunctions related to that office. The FUSA functions and reports were related to the findings contained in the previously conducted installation surveys. Data collected was analyzed to determine at what level of command decisions would be made under the reorganization. An additional analysis was performed to tentatively identify the disposition of reports, functions, and personnel under the reorganization. Each and every organizational staff division, branch, and section was surveyed and the data captured to facilitate a more complete analysis to be conducted at Fort Monroe. The detailed results of the survey are contained in the accompanying Annexes and Appendices.

2. A synopsis of the findings by functional area follows.

Summarization

1. Supply (Annex A, Appendix I).

a. It appears at this juncture that most supply functions now performed at CONUSA will remain with Area Commands. The following functions performed at CONUSA could be transferred to Force Command and D&T Command.

(1) Mobilization Reserve Stocks

(2) Stock Fund and Supply Management Responsibilities for Active Army.

(3) Property Disposal Activities.

(4) Silver Recovery Program.

(5) Active Army Readiness.

(6) DFAE R&U Supply Accounts.

b. There are no functions which have been identified for transfer to HQ DA nor are there any functions identified for elimination.

c. There have been no potential savings identified in the transfer of functions indicated above.

2. Transportation (Annex A, Appendix II).

a. The Transportation Branch of the Services Division is operational in the functional areas of unaccompanied dependent travel, convoy clearances and administrative transport management surveys. These functions will undoubtedly be transferred to the Major Command level.

b. There does not appear to be any [illegible]ctions that will be moved down to the installations, how[illegible]e Transportation Branch of FUSA is currently reviewing placi[illegible] naccompanied dependent travel at the installation, due to personnel cuts at FUSA Headquarters.

c. Support provided to the USAR or ROTC may well be provided by installations with no functions placed at the Area Command level. The bulk of the FUSA functions will be performed by the Major Commands with no functions being eliminated.

d. HQ DA may be a possible location for unaccompanied dependent travel, however, no other functions appear to be of the type to be elevated to this level.

e. Further analysis is required to assess possible savings since these functions are currently being performed by only 17 personnel. The visitation/inspection requirements currently required by CONARC and DOD may be reviewed and ultimately lifted and with that relief a savings through consolidation may result.

3. Maintenance (Annex A, Appendix III).

a. The role of the FUSA in terms of maintenance support is primarily that of technical assistance. This assistance is rendered to both the installations and the USAR. It would appear that there will be no functions transferred from the FUSA Maintenance Division to the installations.

b. The Maintenance Assistance Branch, which monitors the MAIT teams supporting the USAR will undoubtedly remain with the Area Command. An evaluation of the equipment density of the Area and Major Commands will determine the requirement for technical staffing.

c. The support currently rendered ARADCOM may well be transferred to the Major Commands. The policy, directives, plans, guidance, and reports will become a Major Command responsibility. There are personnel currently performing the same functions for the USAR and these personnel and functions would remain with the Area Command. The inspections (TPIs and TSIs) will be the responsibility of the Force Command.

d. It does not appear that any FUSA Maintenance Division functions will be elevated to DA or completely eliminated. The consolidation of all four CONUSA and CONARC personnel resources to be divided between the Force, D&T, and Area Commands may create a savings, however, an analysis of equipment density, specific support required for the USAR and headquarters functions must be outlined prior to a final assessment of requirements.

4. Services (Annex A, Appendix IV).

The review of the Services functions (Commissary, Food Service, Laundry, Mortuary)(minus Transportation Branch) indicates that program management of these functions should go to both D&T and Force Command. Including administrative but minus the nine Services Division overhead personnel, only ten personnel are required to perform these functions. Their role is one of staff supervision and coordination with little or no decision or policy making authority. The Services Division overhead; Office of the Chief, Administrative Branch and Program Management Branch will be required but consolidation will save personnel. These functions should not go to the Area Command and the Major Command staff should not exceed 12 per command. If this analysis is validated at CONARC, then a savings of 20 spaces is predicted. From the Services overhead mentioned above, consolidation will result in additional savings of a total 27 spaces with the elimination of the CONARC and CONUSA management functions.

5. Medical (Annex A, Appendix V).

See paragraph 12 below for a summary of medical activities including medical logistics.

6. Engineer (Annex A, Appendix VI).

a. It now appears that engineer functions at the CONUSA will all go to the two Major Commands except for a limited capability in the construction area for Reserves, which should be assigned to the three Area Commands. (This will include approval authority for construction projects.)

b. No functions are expected to be transferred to either the installations or to DA/OCE, nor will any be eliminated. However, there may be a few reports subject to elimination.

c. It is now estimated that of the approximately 260 personnel authorized for engineer functions at CONARC and the four CONUSA about 45-50% would no longer be required under the reorganization.

7. Procurement (Annex A, Appendix VII).

a. The review of procurement functions at FUSA confirms findings made during the installation management phase of this study.

(1) There are no procurement functions that should go to the installations.

(2) The procurement management functions now being performed at CONUSA should not go to the Area Commands.

(3) The reorganization will require that the procurement management functions (Head of Procurement Activities) go to both Force and D&T Command.

(4) These procurement management functions cannot be effectively performed at the DA level because of the number of installations involved and their geographical dispersion.

(5) These procurement management functions cannot be eliminated but there are indications that they can be reduced in scope. This is particularly true of the present CONARC role in procurement which can be eliminated with no significant impact.

b. Consolidation through reorganization could result in a savings of approximately 25 spaces.

8. Logistic Plans and Operations (Annex A, Appendix VIII).

a. An initial estimate is that most P&O functions will remain with Area Commands as well as being established at D&T and Force Commands. Exceptions are noted below.

b. The following functions should transfer from CONUSA to D&T and Force Commands.

(1) Active Army Logistics Plans

(2) Support of LOGEX

(3) Mob Des Program

(4) Safeguard

(5) Active Army Readiness

c. No functions are identified for elevation to DA and no functions are identified for elimination.

d. Savings in personnel, equipment, and funds will be minimal.

9. Logistics Management (Annex A, Appendix 9).

a. An initial estimate is that all Log Mgt functions will remain with Area Commands as well as Force Command and D&T Command (D&T less Reserve Components).

b. No functions are identified for elevation to DA, no functions are identified for elimination, and no savings are anticipated.

10. Military Construction Army (Annex B).

a. The FUSA has been delegated maximum approval authority from CONARC for construction of projects involving Military Construction Army (MCA) and Operation and Maintenance Army (OMA) funds. This headquarters plays the role of technical reviewer and evaluator of priorities in addition to granting the approval of projects within the dollar limits of CONARC.

b. There are no functions currently performed at the FUSA that should be delegated to the installation. The Area Command should receive the MCAR functions and threshold approval authority and be staffed to handle these activities.

c. Major Commands will become the reviewing and approval authority for the MCA functions now performed at FUSA; no functions will be eliminated or elevated to DA.

d. CONARC functions should be closely evaluated since it is the opinion of the FUSA construction personnel that no useful purpose is performed at this level.

e. It is vital that the Major Commands and Area Commands get a handle on the installation master plan effort and the overall construction program. This can be accomplished only after careful review and proper staffing. It is doubtful that substantial savings can be generated in this area of the Engineer Division.

11. Stock Fund (Annex C).

An analysis of the Army Stock Fund operation at FUSA indicates that this phase of the Army Stock Fund can be eliminated. Considering personnel savings at the CONUSA and additional spaces required at the Major Commands, a total of 20 spaces can be saved.

12. MEDDAC (Annex D).

a. "First blush" observation indicates that all functions of the CONUSA Surgeon Offices would go to the Major Command(s) and none to the installation, Area Commands, or DA, nor would any be eliminated. There is strong indication that many of the reports could flow directly from the installation to TSG, DA, by-passing the new Major Command(s).

b. As previously stated in the "Installation Report," the installation MEDDACs could report to either of the two new Major Commands (dependent on what type installation it is based on), or they could all report to one (Force or D&T Command). In either case, there would be personnel savings when compared to the current system. In the former case, there would be a "Surgeon's Office" required in both commands. This would require greater staffing than the second course of action, but it would maintain command integrity which is one of the Survey Principle/Objectives. The latter course of action, e.g. all MEDDACs report to one Major Command, would require even less (the minimum) staffing but it would not meet the Survey Principle/Objective of command integrity.

13. Camps Pickett and Hill (Annex E).

a. Inquiry at FUSA reveals that staff elements at Army level do not have detailed visibility of the subinstallations and deal directly with the parent installation for actions affecting the subinstallations.

b. There are no functions at FUSA identifiable as applying to subinstallations, however, manpower savings will result from elimination of Active Army command.

14. Oakdale Support Detachment (Annex F).

a. Oakdale is a subinstallation of Fort Knox. The assigned mission of this Support Detachment is logistical support to ARADCOM, local area support of Active Army and other agencies and Reserve Component units and activities.

b. This subinstallation receives back-up logistical support from the Wholesale System, administrative support from Fort Knox and reports to Fort Knox.

c. Inquiry at FUSA reveals that staff elements at Army level have only limited visibility of this subinstallation and deal directly with the parent installation for actions affecting the subinstallation.

15. ROTC Program (Annex G).

a. The survey of the FUSA responsibilities confirmed previous survey findings that stated that installation role in the ROTC Program was one of providing administrative and logistical support. This survey also revealed that the CONUSA/Area Commands are more actively involved in the ROTC Program than was initially believed. It now appears that the ROTC Program should be an assigned responsibility of the Force Command because it will have the mechanism (Area Commands) established to manage the program at the more than 400 institutions. Responsibility for curriculum development should probably be assigned to the D&T Command.

b. The program would require additional staffing if responsibility were to be assigned to the installations, therefore, supervision of day-to-day program matters should stay with the Area Command.

c. The program is too broad and active for the responsibility to be assigned to DA; Force Command should be responsible for program management.

d. ROTC Program management cannot be eliminated. Current and future emphasis on the program will require full and complete utilization of all present resources.

16. Area Support (Annex H).

a. Area Support functions are performed by the individual installation based on geographical assignments and directives. The function must be managed on an area basis so as to prevent unnecessary duplication of facilities and yet be responsive to emergency requirements.

b. The total management function cannot be performed at the installation level. It should remain at the Area Command so that support assignments can be made based on capabilities within a large geographical area. The DA mission order should place this responsibility with the Force Command so that maximum utilization of Area Commands can be attained.

c. Area support responsibilities cannot effectively be elevated to the DA level, cannot be eliminated, and will probably receive greater emphasis as available funds are reduced.

d. No personnel savings can be identified because of multi-functional responsibilities of area support. The savings, if any, will come from the functional areas.

17. Command Relations (Annex I).

a. The major missions of the present CONUSA organization are:

(1) Geographical area responsibilities and support.

(2) Command or supervision of the Reserve Components.

(3) Supervision of the ROTC.

(4) Command of the Active Army Forces and Class I installations.

b. If command of the Active Army forces and Class I installations is removed from the Area Commander's mission, then his geographical area responsibilities must be reduced to a coordinating role because he will no longer have the resources to provide support. Thus the CONUSA four primary functions are reduced to two and a half.

c. With such a reduction in mission, it would appear feasible that one Deputy Commanding General would no longer be required. Deleting his office would save three spaces. Although, the reduction in mission may lead to the conclusion that a Lieutenant General is no longer required, it must be remembered that the Area Commander will still have numerous USAR and ARNG Major Generals to rate or indorse.

18. Readiness Reporting (Annex J).

a. Readiness reporting for Active Army units should flow from the installation to the Force Command, with the Area Command eliminated from the system.

b. Readiness reporting for Reserve Components should flow through the Area Command to Force Command. The Area Command should perform the same functions they perform now.

c. FORSTAT reporting should flow directly from the unit to Force Command for Force Command units or to D&T Command for D&T units.

d. Anticipated savings at the CONUSA level would be the five people in the Readiness Informations System Branch.

19. Domestic Emergencies (Annex K).

a. Domestic Emergencies, as they are defined at FUSA, include natural disasters, civil disturbances, and civil defense (recovery after a nuclear attack).

b. The installations have the resources to provide relief during natural disasters. Therefore, the installations should have a geographical area of responsibility and the authority to react when necessary. Force Command should coordinate the activities of the installations for the purpose.

c. Use of federal troops during civil disturbances is controlled at DA or higher levels. Therefore, the function can be performed by DA or because of the possible activation of National Guard Units the Force Command could act as the focal point. Coordination through the Area Commands would facilitate performance of this mission.

d. Civil defense is now a responsibility of the State AG. Coordination of these activities could be through the Area Commander.

e. If one assumes that the installations will no longer be under the command of the Area Commander, and that the Plans and Operations Division of DCSRF can perform the coordinating role for civil disturbances and civil defense, then it would appear feasible to eliminate the remainder of the Plans and Operations Division of DCSOT (20 persons).

20. Intelligence (Annex L).

a. FUSA Deputy Chief of Staff for Intelligence (DCSI) provides the command with full spectrum staff intelligence, counterintelligence and security services. The DCSI responds to both the Active Army and the Reserve Components in the accomplishment of its mission. Under the proposed reorganizational concept, certain FUSA DCSI functions can be eliminated; others should be assigned to the Major Commands; and other functions, relating primarily to ROTC and the Reserve Components, should be retained by the Area Command.

b. Functions relating to the Active Army in the intelligence plans and operations, training, security clearance, clearance adjudication, and security of military information functional areas should be assigned to both Force Command and D&T Command. Certain subfunctions within these broad functional areas should be assigned exclusively to one command. Functions in these areas relating to the Reserve Components and ROTC activities should be retained at the Area Command.

c. The current intelligence functions of the DCSI may be eliminated since these functions will be performed at the Major Command level. This functional realignment should result in manpower savings of approximately thirty to forty percent of the present assigned strength of the DCSI. These estimated savings are conservative and based on a cursory analysis only and it is possible that additional manpower savings can be realized upon completion of the detailed functional analysis.

21. Unit Training (Annex M).

a. Unit Training Branches of DCSOT and DCSRF provide the implementation of the Unit Training Program for FUSA. DCSOT Unit Training Branch monitors the Active Army Unit Training through records, reports, and staff visits. DCSRF Unit Training Branch schedules training areas for annual training, approves training level objectives, provides for evaluations during annual training, and conducts staff visits.

b. The Active Army unit training function should be assumed by Force Command. This area will receive further analysis. The Reserve Component unit training function should remain with the CONUSA Area Command.

c. Potential Savings.

(1) The Active Army unit training function will be absorbed by Force Command and savings in personnel will result. This area will be subject of further analysis.

(2) The Reserve Component unit training function must continue at CONUSA Area Command. No savings are anticipated.

22. Department of the Army Master Priority List (DAMPL) (Annex N)

a. The DAMPL is monitored by Force Structure Branch, Force Development Division, DCSOT, and distributed to DCSRF and DCSPER. The report is not disseminated lower than CONUSA for Active Army. The National Guard Bureau at DA handles for the ARNG. DCSRF monitors and provides guidance down to MUSARCs.

b. The management of the DAMPL should be retained at DA.

c. Small savings may result from the removal of CONUSA functions.

23. Reserve Components (Annex O).

a. Directorate of the Deputy Chief of Staff, Reserve Forces - All functions presently performed by DCSRF with respect to directing, supervising, and coordinating plans, policies, and procedures pertaining to the Reserve Components will probably remain as requirements of the Area Command headquarters.

b. The reorganization does not affect the nature of nor reduce the number of Reserve Component units involved within the Army area. If anything, the current emphasis and expanding effort to increase the role of the Reserve Components is expected to enlarge the Active Army's management role with respect to USAR and ARNG units.

c. At this time no functions have been identified that should be withdrawn and assigned to a higher command. Even if operational control for Training Divisions is passed to D&T Command, an initial survey indicates that present arrangements and personnel capability could not be significantly lessened.

d. Savings cannot be anticipated in this area from a one headquarters (FUSA) standpoint. However, with the possible merging of two CONUSA First and Third Armies, into one Area Command, personnel savings will undoubtedly accrue as DCSRF spaces from the deactivated headquarters should not be automatically passed to the remaining headquarters.

24. Aviation (Annex P, Appendix I).

a. The Aviation Division of DCSOT is the FUSA element for staff supervision and coordination of all aviation operational, training, and safety matters.

b. Most of the functions performed by this division apply equally to the Active Army and to the USAR. Training and inspection functions also apply to the ARNG. At this time, approximately 60% of the division workload is devoted to Reserve Component activities. As the Reserve Component Aviation Program continues to expand and as Active Army strength continues to decline, it is anticipated that this percentage will continue to increase.

c. Because of the high degree of interplay between aviation elements throughout a command, the potential for serious and costly incidents, and because of the complexity of training and equipment, aviation has traditionally been closely supervised at each level of command. There is reason to expect that each commander in the reorganization will state a requirement for the resources necessary to continue this supervision. Therefore, there is no evidence to indicate that a potential for resource savings exists.

25. Nuclear, Biological and Chemical (NBC) (Annex P, Appendix II).

a. The NBC Division under the DCSOT has area responsibility for the Nuclear Accident/Incident Program, EOD operations to include Presidential support, and Nuclear Assurity. DCSOT supervises the Area CBR School which is run primarily for Reserve Component personnel.

b. The function of the NBC Division should be assumed by both Force Command and D&T Command. The function of the EOD Detachments should continue at the installations.

c. Potential Savings - A savings in personnel may be realized but further analysis is necessary.

26. National Match Director (Annex P, Appendix III).

a. The National Match Director, DCSOT is responsible for planning the support for the National Rifle and Pistol Matches at Camp Perry, OH. His functions are necessary at the CONUSA because of the locations in FUSA of the Matches.

b. The National Match Director function should be assumed by the Area Command.

c. No savings will result.

27. Training Support (Annex P, Appendix IV).

a. The Training Support Branch, Training Division, DCSOT provides the management of facilities and training aids for FUSA. Seventy-five percent of the support rendered by the Training Aid Center is for school support, ten percent each for Active Army and Reserve Component and five percent for ROTC.

b. The Training Support Branch function should be divided between Force Command and D&T Command. The Training Aid Center should be transferred to D&T Command with a support agreement with Force and Area Commands.

c. These functions are operational in nature and must continue to be performed regardless of reorganization. A savings is not anticipated.

28. Training Program Management (Annex P, Appendix V).

a. The Program Management Branch of DCSOT monitors Program 2, 8 and 3300 funds. All reports are furnished to the DCSCOMPT for disposition.

b. The funds that are now monitored by DCSOT will be divided between Force Command, D&T Command, and Area Command, therefore, each of these headquarters will require a training program management capability.

c. No savings are expected to result from the reorganization.

ANNEX A - LOGISTICS

1. A detailed examination of those subjects aligned within the logistics area of interest was made to determine that items identified during installations surveys, as requiring further study of CONUSA, were explored; that reports entering or leaving installations were tracked through CONUSA; and that reports, functions, and personnel were examined in light of applicability to installations, Area Commands, Force and/or Doctrine and Training Commands, DA or other.

2. The CONUSA survey clearly indicates that some functional areas require further examination against emerging definitions of mission responsibilities and boundaries. Many of these questions will be answered as a result of analysis of the CONUSA survey. In any case, these items are identified for examination by the Study Group, future planners, and implementation groups.

3. One of the areas given close scrutiny dealt with possibilities of identifying cost savings in terms of personnel, equipment, and facilities, or conversely, indications of requirement for increased expenditure of resources.

4. Because of the diverse nature of the functions examined, each has been treated as a separate entity and is so identified and displayed either in the appendices herein, or referenced to other functional Annexes.

5. Medical logistics (Appendix V) is covered under Annex D, Medical Department Activities (MEDDAC).

Appendices

I - Supply
II - Transportation
III - Maintenance
IV - Services
V - Medical
VI - Engineer
VII - Procurement
VIII - Plans and Operations
IX - Logistical Management

APPENDIX I - SUPPLY

1. Supply Division of DCSLOG is responsible for management of the Subhome Office, CONARC Division, Army Stock Fund (ANNEX C), other supply related budgeting and funding requirements, Property Disposal Activities, supply policies and procedures, Command Supply Discipline Program; and supervises and coordinates supply activities pertaining to the requisitioning, receipt, storage, allocation, issue, replacement, transfer, and disposition of supplies and equipment for Active Army, Army Reserve and ROTC units/activities. These responsibilities extend throughout the FUSA area. The division has a recognized manpower requirement of 90, an authorized strength of 76, and 85 personnel currently on hand. The division is composed of three branches; Management, Operations, and Commodity.

2. Supply Division is the intermediate supply and supply management activity between subordinate Active Army and Reserve Component units and installations and higher headquarters at CONARC and DA. The division responds to direction and requirements from CONARC and tasks, assists, supports, and supervises FUSA subordinate elements. It also deals with AMC, DSA, and GSA in resolving problem areas of mutual interest. CONUSA must frequently redistribute, or control the issue of, materiel to subordinate elements when required support is not readily available. Supply Division is the proponent of 20 reports (excluding Management Branch at Tab A, Annex C) wherein the major effort is expended toward obtaining input and feeder information from subordinate and lateral elements, analyzing, consolidating, and preparing command reports to higher headquarters. Additionally, a major portion of effort is expended in preparing area of interest position/input to other proponents of reports (e.g. Comptroller, Logistical Management Division, etc.); however, this is normally conducted in a relatively informal manner.

3. Installations and other subordinate activities are tasked to provide logistical estimates, budget and financial support data, supply effectiveness, supply constraints, equipment/item status, intensive management information, and other management information which, when analyzed and assembled, provides management tools for FUSA and input segments for reporting to higher headquarters. CONUSA provides guidance and direction to installations/activities in the form of plans, programs, budget guidance, directives, information letters, regulations, and supplements to other regulations. The operational requirements of subordinate elements also cause positive support response by CONUSA functional elements.

4. The Supply Division provides CONARC copies of plans, programs, budget and financial input and other data dealing with the entire spectrum of supply and commodity management. Copies of spot-check and periodic liaison and assistance reports are furnished as well.

5. DA requirements (other than quick reaction requirements) are normally received through CONARC. CONARC then implements and provides guidance tailored to Army capabilities.

6. Altering the ratio of staff to STRAF (EEA #9) appears to be less likely as a result of the CONUSA collection effort. Most

of the staff actions and/or procedures are directed at Active Army and Reserve Components equally. If the CONUSA is to retain area support for Reserve Components, functions will remain constant and staffing impact should be minimal. Detailed impact study relating mission and functions of Area Support Commands to current staffing for these functions is required. Establishment of new Major Commands must also be considered.

Tabs
A - Reports Collection Forms
B - CONUSA Survey Forms
C - Organization

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSLOG
DIVISION SUPPLY
BRANCH OPERATIONS
SECTION PLANS

DATE OF INTERVIEW 20 April 1972

SUPPLY
FUNCTIONAL AREA(S) Equip. Status (AR 711-5)

NAME OF INDIVIDUAL CONTACTED LTC POWELL

PHONE # 2015

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. Equipment Status Report Reporting Activity Control Card - Unit	AMC-123		K computer printout punched cards	DIO G4/S4	AR 711-5, Dec 67 w/changes; CON Suppl 1 w/ch 1, Jul 69; 1A Suppl Dec 69, w/ch1	NO	NO	NO	f. Required under provisi c AR 711-5 monthly/quarterly g. Required under provisions c AR 711-5 monthly/quarterly. h. No. However, except for utilization of unused card colu locally. *Programmed tape utilized.
2. Equipment Status Report Item Detail Card (Including substitute NIIC)	AMC-124		K computer printout punched cards	DIO G4/S4	AR 711-5, Dec 67,w/ch CON Suppl 1 w/ch 1, Jul 69; 1A Suppl Dec 69,w/ch 1	NO	NO	NO	f. DA Requirement UP AR 711-5. g. DA Requirement UP AR 711-5. h. DA Requirement UP AR 711-5. Programmed tape utilized to edi and process reports.

A-I-A

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
. Used to identify all units/activities with unique UIC within 1st US Army area and reflect equipment status.	YES	YES	NO	COMARC	5303 - Part IIA RACC List by UIC 5303 - Part IIB - RACC List by Unit Number within installation	CONUSA	TWO	ONE	ONE	
. Report used for verification and management of reporting under Forstat reporting system (2) MDDs, (3) calibration, maintenance fleet, depot overhaul, maintenance improvement and equipment improvement reporting, to determine equipment posture of units and activities, equipment authorizations, quantity on hand, shortages and overages, redistribution excesses and loan of equipment.	YES	YES	NO	COMARC	5303 Part IA & B - Density Report by Commodity, Manager. 5303 Part III A - Unit Report by UIC within Installation Code. 5303 Part III B Unit Report by UIC within ARCOM/GOCOM Code, USAR.	CONUSA	TWO	ONE	ONE	

CONUSA Survey (cont)

(r)
CONARC Disposition

1. RCS AMC - 123 - Input received from CONUSA is edited, corrected, consolidated and forwarded to USAMIDA quarterly. The monthly report is used to update the CONARC data bank, but is not forwarded to USAMIDA. These data are used at HQCONARC to determine equipment assets authorized and on hand, both by UIC and LIN.

2. RCS AMC - 124 - Same as RCS AMC 123.

ADD TO A-I-A-3

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSLOG
DIVISION SUPPLY
BRANCH OPERATIONS
SECTION POLICY & PROCEDURES, ACTIVE ARMY

DATE OF INTERVIEW 20 April '72

SUPPLY
FUNCTIONAL AREA(S) POLICY & PROCEDURES
ACTIVE ARMY

NAME OF INDIVIDUAL CONTACTED LTC. I. A. ROMELL, JR

PHONE # 2015

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
BASOPS Operational Status Report	ATDS 30	M		MISO	Ltr Hq COMARC ATDS HPO 24 Jan 72	NO	YES	NO	Hq. COMARC REQUIREMENT
Tire Retreading	AMC 154-R-1	X		DIO & P&C	AR 750-36 DA Ltr 5 Aug 1970	NO	~~YES~~ NO	NO	AR 750-36 DA-AMC REQUIREMENT
Storage Space Utilization & Occupancy Report	CSGLD 1339	X	X PUNCH CARD	DIO	AR 740-1	NO	NO	NO	AR 740-1 DA REQUIREMENT
US COMARC Supply Support Effectiveness	ATLOG-74 (R-2)	X	X PUNCH CARD	DIO	Com Reg 700-1	NO	YES	NO	Com Reg 700-1 COMARC REQUIREMENT

A-I-A-4

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
Review	Yes	Yes	No	Hq CONARC	Same as Col A	Higher Hq	11	11	11	Consolidated report with input from Supply, FAO & Pers.
Receive Info Cy only Used by AMC	No Instl to AMC	No	No	AMC	Same as Col A	Higher Hq	4	4	4	
Review	Yes	No	No	Letter-ke my Army Depot	Same as Col A	Higher Hq	1	1	1	
Review	Yes	No	No	Hq CONARC	Same as Col A	Higher Hq	1	1	1	

CONUSA Survey (cont)

(r)
CONARC Disposition

1. RCS ATDS 30 - Within DCSLOG, analyze for system effectiveness and publish guidance within area of interest to CONUSA. Management Informations Systems Office (MISO) is the CONARC proponent.

2. RCS AMC 154 - Not applicable.
R-1

3. RCS GSLD - Not applicable.
1339

4. ATLOG - 74 - DCSLOG Supply/Services Division consolidates CONUSA Reports, analyzes sections A and B and computes statistics.
(R-2) Analyses goes to DA, AMC, GSA, DSA, and CONUSA (for corrective action as necessary). CONARC uses data for special briefings, Inspection Teams and quarterly review and analysis.

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSLOG
DIVISION SUPPLY
BRANCH COMMODITY
SECTION Acft, Vehs & Wpns

DATE OF INTERVIEW 20 Apr 72

FUNCTIONAL AREA(S) Aircraft SUPPLY

NAME OF INDIVIDUAL CONTACTED Mr. Joseph J. Hajewski

PHONE # 2869/3002

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
Aircraft Intensive Management Items Requirements	ATLOG 293	X		Consol Prop Office	CON Reg 700-1 1 Oct 66, w/chges	No	Yes	No	Col F - All CONUSA's are required to submit the report to CONARC. Col G - Data furnished is used as a basis in establishing negotiated levels with the NICP. Col H - CONUSA CG does not have the authority to change the report. However, reporting procedures permit the submission of recommendations for additional items etc.

A-I-A-7

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
The report is primarily used at this command level as a management tool in connection with the location and lateral redistribution of assets to remove acft from NORS status.	Yes	No	No	CONARC Attn: ATLOG-SSAV	Aircraft Intensive Management Items Requirements (RCS-ATLOG-293)	CONARC	1	0	0	Col D - Rpt submitted by Forts Dix, Eustis, Knox and Meade. Col P - Mission accomplished in conjunction with duties assigned Inventory Management Specialist. It is estimated that approximately 8 m/hrs per quarter are utilized in this area.

CONUSA Survey (cont)

(r)
CONARC Disposition

1. RCS ATLOG 293 - Aircraft Intensive Management Items (AIMI) requirements submitted by each installation are consolidated at CONARC by FSN. The CONARC total requirement for each AIMI item is then handcarried to USAAVSCOM, St. Louis, Missouri, and each AIMI item is negotiated individually on a world-wide competitive basis. At completion of negotiations, results are transmitted to each installation listing the authorized stockage and requisitioning level for each installation for the subsequent quarter.

30

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSLOG
DIVISION Supply
BRANCH Commodity
SECTION Acft, Vehs & Wpns

DATE OF INTERVIEW 20 Apr 72

FUNCTIONAL AREA(S) Supply - Aircraft

NAME OF INDIVIDUAL CONTACTED Mr. Joseph J. Majewski

PHONE # 2869/3002

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
Aircraft Out of Commission for Parts (NORS)	AHABD-32	X		Consol Prop Office	First US Army Cir 725-1, 14 Apr 70, Extended to 14 Apr 72 by 1A Cir 310-3, 29 July 71). The publication has been updated, rewritten and is currently being staffed/coordinated prior to publication to the command.	YES	NO	Yes, since First US Army is the proponent of the report	COL F - 1A is proponent and rpt used solely in conjunction with data presented to the Army Commander regarding Aircraft or Tates. COL G - The report is primarily used on the local command level.

A-I-A-10

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
The report is used as a basis to render supply assistance in obtaining required items and/or improving delivery dates. Repair parts, assemblies etc are acquired by canvassing all possible sources, i.e. units, other CONUSA's NICP's and/or vendors as appropriate.	No	No	Yes	Not Applicable	Aircraft out of Commission for Parts (NORS) RCS AMABD-32	Headquarters First UC Army, DCSLOG Supply	1	0	0	Col F - Mission accomplished in conjunction with duties of an assigned Inventory Management Specialist. It is estimated that 25-30% of available time is utilized in this area toward achieving and maintaining aircraft Operational Readiness rate at the acceptable standard. Col D - Submitted by Forts Dix, Eustis, Knox and Meade.

CONUSA Survey (cont)

(r) CONARC Disposition
1. RCS AHABD - 32 - Not applicable.

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSLOG
DIVISION Supply
BRANCH Commodity
SECTION Sp Mpns & Ammo Section

DATE OF INTERVIEW 18 Apr 72

FUNCTIONAL AREA(S) Ammo Insp(Surv) and Supply

NAME OF INDIVIDUAL CONTACTED JOHN R. NICKLAS

PHONE # 3359/7516

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
Guided Missile and Lrg Rocket Ammo Issues, Receipt and Expenditure Report	AMC 193		X Punch cards (print-out back to Instl)	Ammo Inspector Office/Instl level (Insp belong to 1A). Repts are sent to MICOM (Redstone Ars) direct for instl under UIC for each missile site	AR 742-10	No	No	Yes	Inspectors (1A) have authority to change report input by inspection of items.
CONUS Basic Load Requisitions, Project Code YRS for AMC Depot Storage	None		X Comp Print-out	DIO (instls)	CONARC Pamp 700-1	Yes	No	No	Report is consolidated from rqns added and/or cancelled each month for AMC depot storage for all STRAF units based on activations/deployments. Report is monitored at CONARC and fwd to AMC.

A-I-A-13

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
Used by First Army Inspectors to assure that ARADCOM Air Def Missiles are maintained in a serv status by inspection procedures.	No (Fwded) by LA Insp in the field to MICOM	No	No (Retained (info) at support level. Orig fwded to MICOM	MICOM (Redstone Ars)	Guided Missile and large rkt ammo issues, receipt and expenditure report/AMC-193	CONUSA Support level by LA Ammo Insps.	9	9	9	The report furnishes information for msl stock on hand. Used to update records and facilitate preparation of supply control studies. Data includes location, lot or serial number, condition code based on inspection. Provides DA overall guided missile and rocket world position.
Report is monitored against basic load computation sheets (CONARC Form 149R) approved at FASCOM and Worldwide Ammo Rept, RCS CSGLD 1322(R1) submitted by LA instls, also used to maintain a complete and accurate account of requisitions added/cancelled ea month.	yes	yes	no	CONARC/ MICOM	Ammo Basic Load Computation Sheet (CONARC FORM 149R) Punched Cards (DD Form 1348M)	CONUSA Unit instl level	4	3	3	Printout involves approx 900 line items of ammo to be monitored against approved basic load computation sheets (CONARC Form 149R) and actual requisitions submitted and cancelled by all STRAF Units (approx 50) and units involved in a contingency plan within LA. Based on activation/deployments, length of report fluctuates.

CONUSA Survey (cont)

(r)
CONARC Disposition

1. RCS AMC 193 - Not applicable.

2. Project Code YRS - CONARC receives an information copy (P&O Division, ODCSLOG) and monitors status.

37

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSLOG
DIVISION Supply
BRANCH Commodity
SECTION Sp Apns & Ammo

DATE OF INTERVIEW

FUNCTIONAL AREA(S) Ammo Insp(Surv) and Supply

NAME OF INDIVIDUAL CONTACTED

PHONE # 3359/7516

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
Worldwide Ammunitition Requirements and Assets Report	CSGLD 1322(R1) Part 1 (Monthly) and Part II Quarterly		X Computer printout	First US Army and instl/ actvy ammo supply	AR 700-22; Con Suppl 1 to AR 700-22 and 1A Suppl 1 to AR 700-22	NO	NO	YES	Report is edited and consolidated before retransmittal to CONARC
Stock Status Report Chemical Munitions and bulk chemical agents (classified CONFIDENTIAL)	CSFOR111 (Qtrly)	X		First US Army and instl/ activity ammo supply	USAMC Msg 211540Z Dec 71 CGCONARC msg 280031Z Dec 71 CGUSAONE msg 012000Z Dec 71	NO	NO	YES	Report is edited and consolidated before retransmittal to CONARC.

A-I-A-16

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
(1) Directs lateral shipments within 1A area. (2) Coordinating subordinate instls repg & ( )ping on hand assets in excess of 90 day reqmt. (3) Prorate credit alloc of short supply items on a monthly basis. (4) Coordinate timely reptg & turn-in of unservc & susp items by subord. (5) Monitor, coord. & direct the entire 1A Ammo Suply Prog.	Consol to CONARC	YES	NO	CONARC	Worldwide Ammo Rqmts & Assets Rept. RCS CSGLD 1322(R1)	CONUSA First Army	3	3	3	This report reflects assets of ammo contained at 42 subordinate installation activities to include, training, basic load, operational projects and unservice ammo items.
Inventory data and control on all war gas identification sets, sets gas toxic, bulk toxics and ammo with toxic filler	Consol	YES	NO	CONARC	Stock Status Report, chemical Munitions and bulk chemical agents	CONUSA	3	3	3	This report reflects assets of toxic ch items at two subordinate installations i condition and the awaiting of disposition instructions from the Depart of the Army

CONUSA Survey (cont)

(r)
CONARC Disposition

1. RCS CSGLD 1322 - Received monthly (Part I) and quarterly (Part II). This is consolidated, used as a management tool and forwarded to MUCOM (AMC) quarterly.

2. RCS CSFOR 111 - Reported by installation to MUCOM. CONARC received an information copy.

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSLOG
DIVISION Supply
BRANCH Commodity
SECTION Sp Wpns & Ammunition Section

DATE OF INTERVIEW 20 Apr 72

FUNCTIONAL AREA(S) Ammo Insp(Surv) and Supply

NAME OF INDIVIDUAL CONTACTED JOHN R. NICKLAS

PHONE # 3359/7516

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
Communication Condition Report	CSGLD 1202	X		Ammo Inspector Office/Instl Level (Inspectors belong to 1A)	TM 38-750	No	No	Yes	Auth to change only aft review for correction. A recommendations and instr are provided by CONUSA responsible for surv 1A progr
Munitions Surveillance Report	None	X		Installation level by 1A Ammo Insp.	SB 742-1	No	No	Yes	Inspectors (1A have authority to change input by inspection standards)
Malfunctions Involving Ammo and Explosives	AMC-132	X		Ammo Insp Ofc at Instl level (Insp belong to 1A)	AR 75-1	No	No	Yes	Authority to change only afte review for correction. Add recommendations and instructi are provided by CONUSA respor for surveillance 1A pro m.

A-1-A-19

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
Monitor unserv hazard ammo within the army area. Con disp and assure correct storage, handling and safety pending disposition.	yes	no	no (info cy retained	Approp) NICP for type of ammo (MUCOM/ Conv) (MICOM/ Missile)	Ammo Condition Rept/CS GLD 1202	CONUSA Installation level (By 1A Ammo Insps)	3	3	3	This report is the request for dispositio instructions for disposal of dangerous or otherwise unserviceable ammo resulting fr malfunctions, inspections, inadequate sto age, handling and use. The inspector det mines whether local disposal is appropria or whether depot shipment for disposal or renovation is applicable, also the [illegible]ec determines if local renovation can b performed.
Used by 1A insp to assure that chemical munitions items are serv by insp standards.	Yes	no	no(original fwded/info retained)	Ammo Proc & Supply Agency (APSA)	Munitions Surv Rept	Installation level by 1A Ammo Insp	9	9	9	The report is the results of surveillance function test involving firing and testir of item representing lots in the field ar evaluating the serviceability and reliability of ammo in meeting USAR rqmts
Safety statistics, instructions and inspections for determining the cause of malf and for instituting timely action toward prev of similar malf. Enforcing mandatory regulations.	yes	No	No (info cy retained)	Thru CONARC to APSA, MUCOM, AMC.	Malfunctions involving ammo and explosives (AMC-132)	CONUSA Instl level (By 1A Ammo Insps)	3	3	3	This report provides for reporting malf involving ammo including missiles, chemic biological and nuclear. It is imperative for determining cause and for instituting timely action toward prevention of [illegible]la malfunctions. It is applicable to [illegible]yc involved in firing, testing, handling, transporting, storing, modifying, reworki and items (including Ensure and urgent items) issued to troops for training and/ combat.

A-I-A-30

(r)
CONARC Disposition

1. RCS CSGLD 1202 - Not applicable.

2. NONE - Not applicable.

3. RCS AMC 132 - CONARC is information only.

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSLOG
DIVISION Supply
BRANCH Commodity
SECTION Engr-Mat Supply

DATE OF INTERVIEW 20 Apr 72

Supply
FUNCTIONAL AREA(S) DOD DOG PROGRAM/RICC-1 Redistrib

NAME OF INDIVIDUAL CONTACTED Mr Mason

PHONE # 2443

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
DOD Dog Program	1595	x		DIO-Supply	AR 700-81 COM Suppl 1 to AR 700-81 Qtrly First US Army msg	No	No	No	See 'Remarks' column
RICC-1 Redistribution	ATLOG-344 (.III)	x		DIO-Supply	COM REG 700-1	No	Yes	No	RICC-1 excesses in A or B condition for redistribution to CONUSA Installations

A-1-A-22

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
Inventory status	Yes	Yes	No	USAMECOM St Louis, Mo.	DOD Dog Program (RCS-1595)	DOD Dog Cen, San Antonio Air Materiel Area, Kelly AFB, Texas	1	1	1	This report is based on information obtai from installations and reported to CONARC message form. Currently only one dog is hand to be reported. Time spent on this report is minor.
Redistribution	Yes	Yes	No	CONARC	RICC-1 Excess Reports	CONARC	5	5	5	Personnel are auth as Inv Management Spec RICC-1 reporting and redistributio a major part of these jobs.

A-I-A-23

CONUSA Survey (cont)

(r)
CONARC Disposition

1. RCS 1595 - Used by CONARC for management purposes. Forwarded to USAMECOM (AMC) on a quarterly basis.

2. RCS ATLOG 344 - CONARC directs redistribution of CONUS RICCI excesses or notifies CONUSA to report the excess to AMC for disposition instructions.

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSLOG
DIVISION Supply
BRANCH Commodity
SECTION Reserve Distribution

DATE OF INTERVIEW 20 Apr 72

FUNCTIONAL AREA(S) SUPPLY - USAR Equipment

NAME OF INDIVIDUAL CONTACTED Mr. Diehl

PHONE # 3414

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
Report of USAR Excess RICC-1 PEMA Funded Equipment (ARE)	Exempt Subpara 39a, AR 335-15		X (Punch Card)	DIO, CL I Inst	CON Reg 700-1	NO	NO	NO	Used by all CONUSA. [redacted] specified by CONARC
USAR/ARNG Equipment Requirement Report, 1AA Form 514	Exempt Subpara 39a, AR 335-15	X		Troop units	CON Reg	NO	NO	NO	Used by all CONUSA. Design and alteration as desired by each CONUSA

A-I-A-25

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
Identify excess by type and qty for application to fill requirements of other Reserve Component Org.	YES	NO	NO	DA CORC via CONARC	Army Reserve Excess Rpt, No RCS	DA CORC	1	1	1	Maximize utilization of excess RICC-1 by Reserve Component units.
To report equipment requirements for AT.	NO	NO	NO	Unit, MUSARC & Training Site concerned	USAR/ARNG Equipment Requirement Report, RCS Exempt.	Direction of CONARC	7	7	7	This is a special report tabulation the type and quantity of TOE type & quantity of TOE type items which is essential for AT, but not possessed by requiring unit. It also advises confirmation of requirement by DCSRF and fill level by MUSARC, AT site or CONUSA.

Processing of the report is not the incumbent's sole duty.

Administration of this report is a seasonal task. It is never the sole function of incumbent.

(r)
CONARC Disposition

1. RCS ARE - Reserve Component RICC-1 items reported to other CONUSA are redistributed IAW DAMPL priorities by the CONUSA reporting the excess. Unclaimed excess is reported through CONARC to CORC (OCAR) and redistributed to ARNG/USAR units recommended or authority granted to release equipment to NICP/ACMA as a CONARC excess.

2. RCS IAA Form 514 - Not applicable.

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DOTLOG
DIVISION Supply
BRANCH Commodity
SECTION General Supply

DATE OF INTERVIEW 20 Apr 72

FUNCTIONAL AREA(S) SUPPLY
QTRLY POL REPORT/RADIOISOTOPE INV LEAK TEST REPORT

NAME OF INDIVIDUAL CONTACTED Mr Lockard

PHONE # 7363

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
Quarterly Petroleum Products Status and Program Feeder Report	DD-I&L (Q)504	x		DIO	AR 703-1	No	No	No	Required by Def Sup Agency Manual (DSAM) for consolidation of data for all mil svcs and report to DOD.
Radioisotope Inventory and Leak Test Report	AMC-192		x (Punch Card)	RPO at all DA agencies located in geographical area of First US Army	AR 725-1 COM Reg 700-63 w/ First US Army Suppl	Yes	Yes	No	CONUSA submit punch card on changes to the report monthly and comple inv to CONARC each 6 months

A-I-A-28

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
None	Consol and fwd to USAPC	Yes	No	US Army Petroleum Center, Cameron Station	No	Class I's		1 (partial duty)	1	Report provides information to be used in preparing basic delivery and consumption data for TOL current and future programs. Feeder reports are received from Class I' and consolidated at CONUSA levels. Repor includes all fuels which are received, consumed, stored, sold or transferr[illegible]nd inventory on hand or in transit. Q[illegible]it shown on report are reported in barrels (42 gallons) and dollars.
To control radioactive sources within First US Army	To COMARC as indic in colm (i)	Yes	A copy of print-out is retained	COMARC	No	RPO's at all DA agencies within First US Army		2 (partial duty)	2	This report controls the radioactiv[illegible]our within First US Army and reports c[illegible]s leak test data, changes to unit or activi having custody of sources; reflects chang due to disposal actions, or any changes w would reflect a change in the inventory.

CONUSA Survey (cont)

(r)
CONARC Disposition

1. RCS DD-I&L (Q) 504 - Not applicable.

2. RCS AMC - 192 - Retained by CONARC as a management tool and forwarded semi-annually to APSA, Edgewood Arsenal and Lexington Blue Grass Army Depot.

A-I-B

CONUSA SURVEY FORM

FUNCTIONAL AREA Supply Div

POINT OF CONTACT Mgt Br, Supply Div

NAME OF OFFICE Office of the Chief, Mgt Br

TELEPHONE 5933

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Manages the First US Army sub-home office of the CONARC Division, Army Stock Fund, principal technical advisor to the Command General, DCSLOG and Chief, Supply Division on matters pertaining to the Stock Fund.	A,B,C,D, E,F	2	1	1	2,3	
Command Operating Budget, BER, FMR, PYR pertaining to Supply Division (.B0000, Mission for P1 and P7)	A,C,D	2	Included above		2,3	*This function was not included in the O&FM.
Develops and prepares travel program for Supply Division	A,D	2	Included above		2,3	

CONUSA SURVEY FORM

FUNCTIONAL AREA Supply Division

POINT OF CONTACT Mgt Br, Supply Div

NAME OF OFFICE Office of the Chief, Mgt Br

TELEPHONE 5933

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Reviews schedule X	D	2	Included	above	2,3	
Command Operating Program for Supply Division	A,D	2	Included	above	2,3	

CONUSA SURVEY FORM

FUNCTIONAL AREA Army Stock Fund

POINT OF CONTACT Mgt Br, Sup Division

NAME OF OFFICE Management Br, Supply Div

TELEPHONE 5933

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Control Supply Procurement Program in Dollars, vis-a-vis items	A thru G	1, 2, 3 & 4	5	5	2, 3, 4	There is a correlation between Supply functions for item management that relates to dollar management. That is, days of supply can be identified in dollars by relating dollar demands over a stated period of time to the dollars in the RO requirement and the actual on hand, on order position
Reviews, evaluate and revise Installation Stock Fund Operating Budget Programs, monitors program execution through review and analysis	A thru G	1, 2, 3	Included above		2, 3	
Develops and approves Installation Stock Fund Programs, to include recommended distribution of AA to Comptroller	A thru G	1, 2	Included above	-	2, 3	

CONUSA SURVEY FORM

FUNCTIONAL AREA Army Stock Fund

POINT OF CONTACT Mgt Br, Sup Division

NAME OF OFFICE Management Br, Supply Div

TELEPHONE 5933

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Reviews and analyzes financial accounting reports pertaining to Stock Fund operations to include the Army SF Mgt Report (monthly), Statement 6, Reimbursable Issues, quarterly, Status of Funds and Reimbursement Program (monthly), Inventory Mgt Reports (PEMA & SF) and SF General Ledger Trial Balance, quarterly	A thru G	1, 2, 3, 4	Included above		2, 3	
Responsible for Stock Fund Liaison Visits to Installations to review Stock Fund and Supply Management policies and procedures, to include	A, D, E, F, G	1, 2	Included above		2, 3	

A-I-B-4

CONUSA SURVEY FORM

FUNCTIONAL AREA Army Stock Fund

POINT OF CONTACT Mgt Br, Supply Div

NAME OF OFFICE Management Br, Supply Div

TELEPHONE 5933

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
monitoring problem areas related to Stock Fund operations as they relate to BASOPS procedures and output						
Controls Stock Fund Mobilization Reserve Stocks prepositioned at Installations in support of DA Operational Projects, to include Medical expansion and CBR or Blood donor backup	A thru E	1, 2, 3	Included above		2, 3, 4	
Maintains Intransit Control of Non-reimbursable transfers between Branch Offices within First	A thru E	1, 2, 3	Included above		2, 3	

A-I-B-6

CONUSA SURVEY FORM

FUNCTIONAL AREA Army Stock Fund

POINT OF CONTACT Mgt Br, Supply Div

NAME OF OFFICE Management Br, Supply Div

TELEPHONE 5933

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
US Army. Recommends, establishment and supervises operations of Inventory temporarily in use pools and authorized loans						

CONUSA SURVEY FORM

FUNCTIONAL AREA Property Disposal Section

POINT OF CONTACT Mgt Br, Supply Div

NAME OF OFFICE Management Br, Supply Div

TELEPHONE 5933

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Supervises and controls all First US Army Property Disposal Activities	A, C, D, F	2	2	2	2, 3	
Reviews Claims	A, C, D, F	2	Included above		2, 3	
Silver Recovery	C, D, F	4	Included above		4	

CONUSA SURVEY FORM

FUNCTIONAL AREA Supply Division

POINT OF CONTACT LTC Powell

NAME OF OFFICE Operations Br, Supply Div

TELEPHONE 2015

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Exercises staff responsibility for supply policies, procedures and the dissemination of technical guidance to Class I installations/ activities, Army Reserve and ROTC. Formulate and provide supply policy, procedures to 36 Active Army Class I installations and activities. Coordination is effected with other staff offices, divisions within 1st Army HQ.	D,E	2	9	*9	2,3	*Includes supply liaison personnel when not on TDY.

CONUSA SURVEY FORM

FUNCTIONAL AREA Supply Division

NAME OF OFFICE Operations Branch

POINT OF CONTACT LTC Powell

TELEPHONE 2015

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Reviews reports of inspection of Active Army, supply operations by GAO, USAA, IG and other agencies Prepares replies, initiates and coordinates corrective action as necessary and assures follow-up.	A,B,D,C	2	2	2 *	2,3	*Includes Supply liaison personnel when not performing Command Supply Discipline Review (CSDR) functions.
Monitors supply effectiveness reports submitted by installations. Consolidates reports for submission to CONARC. Develops, reviews and analyzes data regarding supply effectiveness.	A,B,C,D	2	1	1	2,3,4	ATLOG 74 Supply Effectiveness Report

CONUSA SURVEY FORM

FUNCTIONAL AREA Supply Division

POINT OF CONTACT LTC Powell

NAME OF OFFICE Operations Branch

TELEPHONE 2015

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Verify accuracy of data on report and punch cards make necessary corrections on report and punch cards. Consolidation of report. Review and analyze data and forward report to CONARC. Prepare vu-graph charts - analysis for quarterly briefing.						
Maintain log of suggestion - in Supply Division	B,C,D	2	1	1	2,3	

A-I-B-10

CONUSA SURVEY FORM

FUNCTIONAL AREA Supply Division

POINT OF CONTACT LTC Powell

NAME OF OFFICE Operations Branch

TELEPHONE 2015

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Coordinates actions on suggestions. Review and evaluate suggestions. Responsible for staff supervision and the conduct of technical assistance visits to installation supply accounts. Assist installation commanders in determining the extent of deficiencies which exists in the supply capabilities of their command.	A,D	2	3	3	2,3	This function is in addition to normal command supply review visits conducted at Active Army installations.

CONUSA SURVEY FORM

FUNCTIONAL AREA Supply Division

POINT OF CONTACT LTC Powell

NAME OF OFFICE Operations Branch

TELEPHONE 2015

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Furnish guidance and assistance for the conduct of training designed to improve the skills of individuals.						
Furnish assistance in obtaining repair parts, to remove equipment from deadline.						
Responsible for the assignment of and file maintenance of the Army Activity Address Directory. Furnishes changes	B	2	1	1	2,3	

A-I-B-12

CONUSA SURVEY FORM

FUNCTIONAL AREA Supply Division

POINT OF CONTACT LTC Powell

NAME OF OFFICE Operations Branch

TELEPHONE 2015

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
thereto, to the Army Central Service Point for inclusion in the Department of Defense Activity Address Directory AR 725-60-1. Receive and process all requests for assignment/and changes to activity address codes. Preparation of punch card for transmission of activity address codes to ACSP Letterkenny Army Depot, Chambers-burg, PA.						

CONUSA SURVEY FORM

FUNCTIONAL AREA Supply Division

NAME OF OFFICE Operations Branch

POINT OF CONTACT LTC Powell

TELEPHONE 2015

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Exercises staff responsibility and performs supply liaison review of consolidated supply operations in accordance with AR 710-2 and CON Reg 700-1. Responsible for operating procedures for requesting, receiving, stocking, storing and accounting for equipment and supplies at the installation level.	F	2	9	9	2,3,4	

A-I-B-14

CONUSA SURVEY FORM

FUNCTIONAL AREA Supply Division

POINT OF CONTACT LTC Powell

NAME OF OFFICE Operations Branch

TELEPHONE 2015

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Exercises staff supervision and monitors the Command Supply Discipline Program AR 710-1 and CON Reg 700-87).	A-E	2	2	2	2,3	
Maintains staff supervision and monitors the progress for control of critical and intensively managed items (AR 710-7 and CON Reg 700-1). Monitors the effectiveness and conformance to directions, to the strict observance of supply	B,D,E,G	2	2	2	2,3,4	

CONUSA SURVEY FORM

FUNCTIONAL AREA Supply Division

POINT OF CONTACT LTC Powell

NAME OF OFFICE Operations Branch

TELEPHONE 2015

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
systems, to insure that supply levels and pipelines are limited to actual needs and authorized levels.						
Monitors Tire Retreading Report. Receives info copy of reports and follow-up is made with installation to insure reports are submitted on time.	B	2	1	1	2,3	Function performed by this branch, but not listed in the Organizational & Function Manual.
			31	31		

A-I-B-16

CONUSA SURVEY FORM

FUNCTIONAL AREA Supply

POINT OF CONTACT LTC Ebbole

NAME OF OFFICE Commodity Branch

TELEPHONE 6201

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Ammunition surveillance (supervision of inspectors)	A,B,C,D E,F,G	1,2,3,4	1	1	2,3	
(inspections of ammunitions)	A,D,F	1,2	8	8	2,3	
Monitor ammunition supply (CON Supp 1 to AR 700-22)	A,D,E,G	1,2,3,4	3	3	1,2,3,4	
(Redistribution of assets) (AR 710-2)	A,B,D	2			2,3	
(Issue credit allocations) (By letter control)	A,B,C,D,E	2,3,4			2,3,4	
(Reviews basic load data) (CON PAM 700-1)	A,B,D,E	1,2,3			1,3	
(Issue suspension notices) (TB 9-1300-385)	A,B,D,F	1,2			1,2,3	

CONUSA SURVEY FORM

FUNCTIONAL AREA Supply Division

NAME OF OFFICE Commodity Branch

POINT OF CONTACT LTC Ebbole

TELEPHONE 6201

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
AR-700-84 Monitor clothing sales stores and initial issue points.	A,D,E,G	1,2,3,4	.5	.5	3	13 Clothing Sales Stores 2 Initial issue points (Reception Stations)
AR-710-2 Monitor and review all requisitions for office furniture and equipment.	A,B,D,E	1,2	.25	.25	2,3	Monthly average of 81 requisitions involving approximately 75 indorsements.
Maintains Supply Div PBO Hand Receipt, insuring maintenance of office equipment.	A,B	2	0	.25	2,3	
Maintenance of aircraft inventory by tail number.	A,B,C	2	.25	.25	3	

CONUSA SURVEY FORM

FUNCTIONAL AREA Supply Division

POINT OF CONTACT LTC Ebbole

NAME OF OFFICE Commodity Branch

TELEPHONE 6201

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Inspection of facilities engineer supply activities. AR 735-25	A,D,E,F	2	.75	.75	2,3	
Approval of loans of equipment for annual trng and exercises. AR 310-34, CON Reg 700-1	A,B,D,E	1,2,3,4	.75	.75	1,2,3,4	
Approval of operational readiness float levels AR 750-19 w/CON Supp	A,B,D,E	1,2	.25	.25	3	
Approval of TDA Sec V equipment 200 or less AR 310-49 w/CON Supp	A,B,D,E	1,2	1	1.5	2,3	
Review procurement requests.	A,B,D,E	1,2	.25	.25	1,2,3	

A-I-B-19

CONUSA SURVEY FORM

FUNCTIONAL AREA Supply Division

POINT OF CONTACT LTC Ebbole

NAME OF OFFICE Commodity Branch

TELEPHONE 6201

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Reviews TAADS documents TDA/MTDA, TOE/MTOE, CTA AR 310-34, AR 310-49 w/CON Suppl	A,B,D,E	1,2,3,4	.5	.5	2,3,4	
Provide TDA equipment survey representative (CONARC Ltr. 15 Mar. 72) AR 310-49 w/CON Suppl	A,B,D,E, G	1,2,3,4	.25	.25	1,2,3,4	
Review requests for non-adopted equipment. (Letter requests and CONARC Form 388-R) AR 310-49 w/CON Suppl	A,B,D,E	1,2,3,4	.25	.25	1,2,3,4	

CONUSA SURVEY FORM

FUNCTIONAL AREA Supply Division

NAME OF OFFICE Commodity Branch

POINT OF CONTACT LTC Ebbole

TELEPHONE 6201

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Furnish supply guidance for input to contingency plans. (As directed)	A,B,D,E	1,2	.25	.25	2,3	
Monitors input of major items segment of Army Resources Conservation Program AR 11-20	A,B,C,D,E	1,2,3,4	.25	.25	2,3	
Congressional inquires Investigate Corrective action Prompt reply (AR 1-20)	A,B,D,E,F	1,2,3,4	.25	.25	1,2,3,4	
Review AAA, GAO, IG, Inspection Reports	A,D,E,G	1,2,3,4	.25	.25	1,2,3,4	

CONUSA SURVEY FORM

FUNCTIONAL AREA Supply Division

POINT OF CONTACT LTC Ebbole

NAME OF OFFICE Commodity Branch

TELEPHONE 6201

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Processing of excess.	A,B,D,E		2	2	1,2,3,4	
A/A RICC 1 (SCR Procedure)		1,2,3				
USAR RICC-1 (Are Procedure)		1,2,3,4				
Other excess (FTE Procedure)		1,2				
(EXS Procedure)		1,2				
AR 710-2, CON Reg 700-1 , AR 755-1						
Utilization of Assets	A,B,D,E	1,2,3,4	.5	.75	1,2,3,4	
Review of equipment assets AR 711-5 Determination of shortages						
Lateral redistribution						

CONUSA SURVEY FORM

FUNCTIONAL AREA Supply Division

POINT OF CONTACT LTC Ebbole

NAME OF OFFICE Commodity Branch

TELEPHONE 6201

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Readiness review and analysis Active Army (AR 220-1) USAR Arng (AR 135-8) Provide input for command summary evaluation of unit readiness.	A,B,D,E, G	1,2,3,4	.25	.25	2,3	USAR, ARNG units 1400 Strength 150,000 approximately USAR ARNG semi annually Active Army 100 per Qtr 12 per Mo
Provide Command supply assistance in expediting supplies and equipment (AR 710-2 CON Reg 700-1) (IAA Form 602) (AMC-139) (NORS Aviation Data) (Unit Readiness Report)	A,B,D,E	2	1	2	2,3	

CONUSA SURVEY FORM

FUNCTIONAL AREA Supply Division

POINT OF CONTACT LTC Ebbole

NAME OF OFFICE Commodity Branch

TELEPHONE 6201

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Reserve Component Support ROTC USAR ARNG Process at requirements (1A Form 514) Sub-allocate equipment Pre-camp conferences Review ROTC annual inventory Lateral transfer of equipment Review of after action reports Review of staff visits	A,B,D,E,F	1,2	5.5	5.75	2,3	

CONUSA SURVEY FORM

FUNCTIONAL AREA Supply Division

NAME OF OFFICE Commodity Branch

POINT OF CONTACT LTC Ebbole

TELEPHONE 6201

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Reports of DCSRF, DCSPCE (AR 710-2) (CON Reg 350-1)						
Initiate Technical bulletins, circulars LOI's, review and furnish guidance input to directives initiated by other staff offices.	A,B,D,E, G	2	1.75	2	2,3	
Introduction of new equipment (Project Officer) AR 700-18 AR 700-120 Closed loop Mob reserve 2nd generation AACOM equipment	A,B,D,E	2,3,4	.5	.5	2,3	

CONUSA SURVEY FORM

FUNCTIONAL AREA Supply Division

POINT OF CONTACT LTC Ebbole

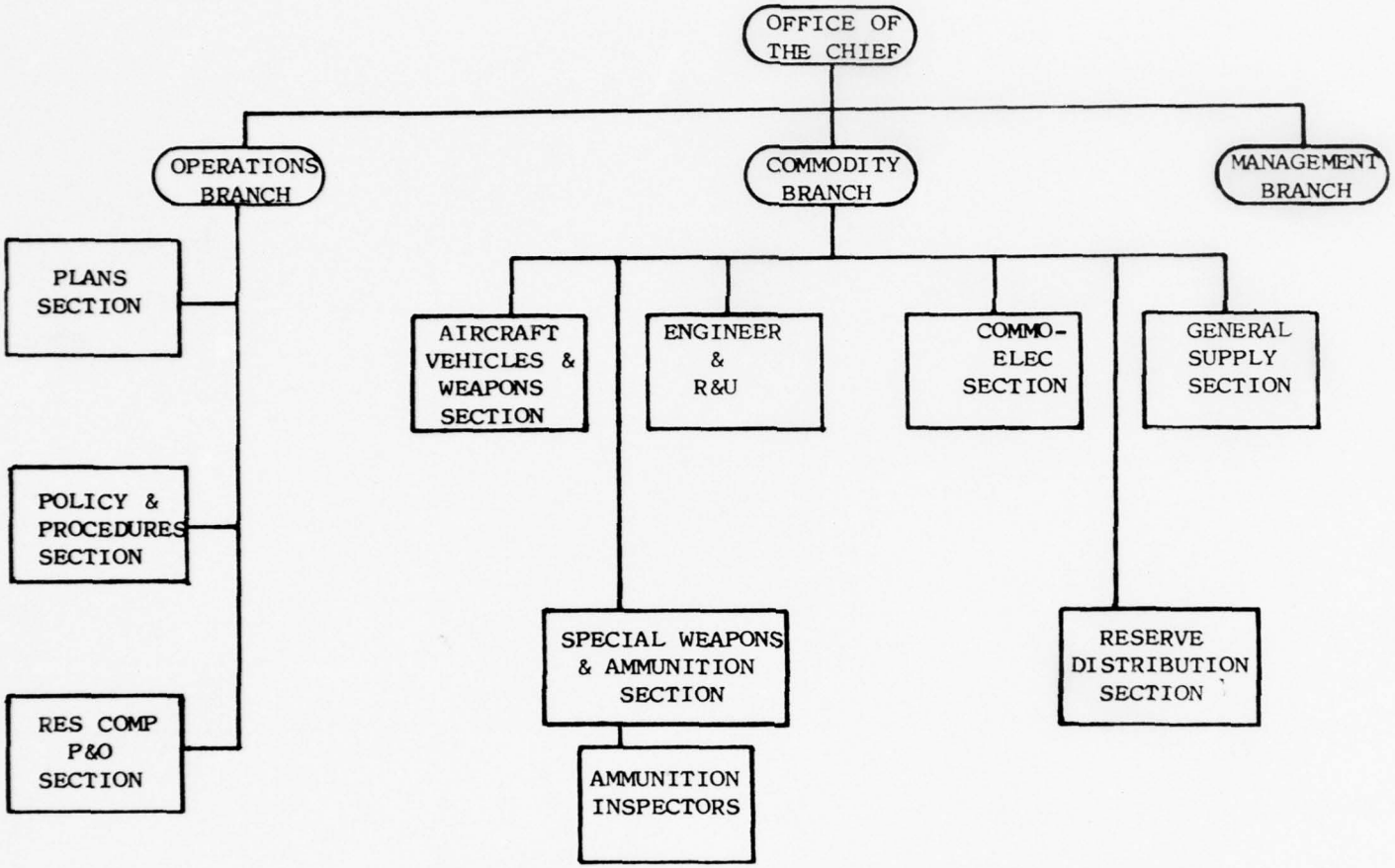
NAME OF OFFICE Commodity Branch

TELEPHONE 6201

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Review suggestions Incentives on Awards Program	A,B,D	2,3,4	.25	.25	2,3	
Review reports of survey.	A,B	2	.25	.25	2,3	
All other functions inherent in operation of Supply Division.	A,B,D, E,G	2			2,3	
Attend staff conferences. Maintain office record file supervision, typing, command briefings, fact sheets, maintenance of professional competence, reading literature, directives, supply bulletings, letters attend schools			6	6.50		
			37	42*		*overstrength held against recognized requirement, would attrit if personnel are lost.

A-I-B-26

SUPPLY DIVISION - DCSLOG



A-I-C

APPENDIX II - TRANSPORTATION

1. The Transportation Branch is a staff element of the Services Division, Deputy Chief of Staff, Logistics with an assigned strength of 17 personnel. The Transportation Branch is made up of the Branch Chief (1), Transport section (6), Traffic section (4), Passenger unit (4), and Freight unit (2) (Tab C). This division overviews 12 reports with input provided to CONARC (5), DA (5), GSA (1), and subarea commands (1) (Tab A). The actions taken and the submission requirements for these reports will be further analyzed during the course of this study. The actions taken by the FUSA Transportation branch relate primarily to issuing guidance, establishing policy and conducting staff visits. (Tab B). This branch performs "operations" in regard to handling all unaccompanied dependent travel for personnel within FUSA and six provinces of Canada. The FUSA receives the dependents movement list from USAREUR and TWX's from USARPAC authorizing dependent travel. The related actions are currently handled by the personnel assigned to the passenger section (Tab C). This section is currently manned with recognized but nonsupported (0 authorized) personnel and staff actions are currently in process at FUSA reference this functional requirement. The "operation" actions also pertain to approval actions taken by FUSA on all convoy clearances for interstate, inter-Army, toll roads, tunnels, bridges, and oversized and overweight vehicles. Units within FUSA submit their requests direct to the FUSA Transportation branch for approval.

2. The Transportation branch consists of the Chief, who provides overall direction and guidance to the branch and reports to the Director of Services. A discussion of each sections personnel, functions, reports, and operations follows:

a. Transport Section. This section consists of six personnel who are primarily concerned with supervision of transportation services including administrative vehicle, rail, and watercraft services (FUSA has 34 pieces of railroad equipment at Forts Lee, Knox, Meade, Belvoir, and Dix and one Q boat at Fort Monroe). The main actions consist of reviewing and determining requirements, allocations, disposition, and distribution of administrative vehicles and the conducting of an Administrative Transport Management Survey at each Class I installation on an annual basis.

b. Traffic Section. This section consists of the Traffic section (4), passenger unit (4) and freight unit (2). The traffic section is responsible for the approval of convoys as described above and prepares movement instructions for the logistics portion of plans and directives issued by FUSA. This section maintains a complete data base of roads, bridges, tunnels, etc, on the communication network of CONUS. The passenger section is responsible for issuing travel authorizations and port calls for unaccompanied dependents as described above. The freight section provides supervision, policy interpretation, and technical guidance for movement of military freight and personal property. This section conducts staff visits to evaluate installation performance of transportation missions, compliance with directives, and the proper utilization of the most economical and efficient operation of transportation activities.

3. The Transportation branch provides support to the USAR units by reviewing high priority movement plans, approval of individual travel, approval/disapproval of military airlift and approval of convoy clearances. The USAR is treated as any other customer with no special designated transportation personnel providing support. This branch has requested and receives mobilization designee support to review the USAR movement plans.

4. The following data have been collected in response to the Form "C" statements.

a. The management functions performed and related assigned personnel have been verified (EEA #2).

b. The data has been collected to facilitate further analysis of the management echelons required and the ratio of headquarters, administrative personnel to deployable forces (EEA #3 and 9).

c. The reports data has been captured and further analysis will be made in relation to consolidation and/or elimination (EEA #19).

5. The role of the CONUSA performed by the transportation branch is that of providing "operational" actions for dependent travel, convoy clearance, and administrative transport management surveys. The installation functions directly with the units on the installations on convoy clearance. The FUSA requires input from the installation for review and consolidation and submission to CONARC, DA or GSA. The FUSA conducts inspections of the installation transportation office on an annual basis, and reacts to CONARC and DA requirements. The CONUSA does not have direct contact (except occasional telephonic requests) with DA.

Tabs
A - Reports Collection Form
B - Function Survey Form
C - Organization Charts

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSLOG, Traffic/Transport Section
DIVISION DCSLOG Services Division
BRANCH Transportation
SECTION

DATE OF INTERVIEW 20 April 1972

FUNCTIONAL AREA(S)

NAME OF INDIVIDUAL CONTACTED CPT O'Shea/Mr. Russell

PHONE # 677-4807

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. CONARC Movement Planning and Status System (COMPASS)	ATLOG-165(*)		X	ITO	CON Pam 700-1 CON Reg 350-1 Annex L	NO	YES	NO	
2. Reserve Component Unit Movement Data	ATLOG-323	X		Reserve Unit	CONARC MOB PLAN/ 1A SUPPL 1 to AR 135-300	NO	YES	YES	Corrections are posted
3. Accident involving commercial ship of Explosives & Dang. Materials	CSGLD-1442	X		ITO	AR 385-14	NO	NO	NO	
4. Traffic Activity Report	ATLOG-328(R1)	X		ITO	CON REG 55-5	NO	YES	NO	
5. Report of Packaging and Handling Deficiencies	AMC-137	X		CONSIGNEE	AR 700-58	NO	NO	NO	
6. Motor Vehicle Survey	RCS GSA 1024	X		ITO	AR 58-1	YES	YES	NO	GSA Survey
7. Report of Marine Casualties.	CSGLD 1314	X		ITO	AR 55-19	NO	NO	NO	

A-II-A

TAB A

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1. Not Used	NO	NO	NO	CONARC		CONARC	0	0	0	This report is presently used by Active Army Units only. Recommend it for Reserve Components.
2. Supervise RC Units	NO	NO	YES	SUB AREA COMMAND	ATLOG-323	CONUSA	1	0	3	This report requires a written plan and DA Forms 2940-R thru 2944-R.
3. Monitor Incidents	YES	NO	NO	CONARC			3	3	2	
4. Statistical Analysis	NO	NO	NO	CONARC			3	3	2	This report should be made a monthly report. Info copy to FUSA, original to CONARC
5. Monitor Incidents	YES	NO	NO	CONARC			3	3	2	
6. Determines Req for GSA Vehicles	YES	NO	NO	GSA			1	1	1	This report determines requirement for admin use of vehicles will be furnished from GSA Interagency Motor Pools (600N) GSA Survey NO Survey in past several years.
7. Marine Casualty Incidents	YES	YES	NO	DA		DA	1	1	1	This report contains investigation of Marine Casualties.

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSLOG, Traffic/Transport Section
DIVISION DCSLOG Services Division
BRANCH Transportation
SECTION _____

DATE OF INTERVIEW _____

FUNCTIONAL AREA(S) _____

NAME OF INDIVIDUAL CONTACTED CPT O'Shea/Mr. Russell

PHONE # _____

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
8. Admin Motor Service Cost and Performance	CSGLD 1404	X		ITO	AR 58-18	NO	NO	NO	
9. Equipment Transfer Record	CSGLD 1049(R)		X (PC)	ITO	TM 38-750 TM 38-705-1 TM 38-750-12	NO	NO	NO	
10. Motor Vehicle Inventory Command Inventory Status	CSGLD 1232		X (PC)	FUSA	AR 700-88	NO	NO	NO	
11. Annual commercial design vehicle requirement review	CSGLD 1577	X		ITO	AR 700-88	NO	NO	NO	
12. Administrative use vehicle density	ATLOG 269(R1)		X	FUSA	CON REG 701-7	NO	NO	NO	

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
8. Review and Analysis	YES	YES	NO	DA		DA	2	2	2	This report is manually prepared now but will be machined in the future DA System Code 006 provides cost all performance is ATA for TMP at installations.
9. Vehicle Inventory	YES	YES	NO	DA		DA	2	2	2	Report formalizes changes to commercial decision vehicle inventory (Good).
10. Inventory Status	YES	NO	NO	DA		DA	2	2	2	Used at all command levels to identify vehicle type, age, make, model and quantity on hand (Good).
11. Established Req for Commercail Design Vehicles	YES	YES	NO	DA		DA	2	2	2	Indicates number of vehicles authorized, on hard, short, over age, over mileage, due in, requirements and projected requirements.
12. Provides CONARC current vehicle sity	YES	YES	YES		DA Form 3165	CONARC	2	4	2	No value to this Hqs, used by CONARC to review vehicle, stat of each installation includes the receipt of new vehicles and turn in of old.

CONUSA SURVEY FORM

FUNCTIONAL AREA Transportation

POINT OF CONTACT CPT O'Shea

NAME OF OFFICE Traffic

TELEPHONE 677-4807/5885

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Provides technical review of all commercial trans licenses issued by instal for compliance with regulations.	B,D,E,G	1,2	.1	.1	2,3	
Provides staff supervision, policy interpretation and technical guidance for movement of military freight personal property and passengers	A,B,C,D, E,G	2,4	1.5	1.5	2,3,4	
Obtains from state authorities convoy clearances and special hauling permits for oversize/ overweight	A, B, C, D, E, G	2	1	1	2,3,	

A-II-B

TAB C

CONUSA SURVEY FORM

FUNCTIONAL AREA Transportation

NAME OF OFFICE Traffic

POINT OF CONTACT CPT O'Shea

TELEPHONE 677-4807/5885

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
vehicles of Active Army and reserve component units, within the First US Army area, traveling inter-state and inter-Army.						
Coordinates with overseas and terminal commands and issues travel authorizations and port calls for unaccompanied dependents.	B,C,D	2	0	4	3	
Provides policy on operation of military vehicles on public highways and area movement guidance for	A,B,D,E	2	.1	.1	2,3	

CONUSA SURVEY FORM

FUNCTIONAL AREA Transportation

POINT OF CONTACT CPT O'Shea

NAME OF OFFICE Traffic

TELEPHONE 4807/5885

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Provides staff supervision and technical guidance for Active Army and USAR unit movements.	D,E,G	2	.1	.1	2,3	
Prepares movement instruct for the logistics portion of plans and directives issued by this HQ.	A,B,D,E	2	.2	.2	2,3	
Participates in unit movement capability exercises.	D,E,G	2	.1	.1	2,3	

CONUSA SURVEY FORM

FUNCTIONAL AREA Transportation

POINT OF CONTACT CPT O'Shea

NAME OF OFFICE Traffic

TELEPHONE 4807/5885

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Develops, monitors and maintains the following plans and coordinates operations when implemented.	A,B,D, E,G	2			2,3	
a. Possible disruption of maritime service plan. (1A-PDMS)			.1	.1		
b. Common use military owned vehicle plan (1A-MOVP)			.3	.3		
c. Emergency highway traffic regulation plan (1A-EHTRP)			.1	.1	2,3	

CONUSA SURVEY FORM

FUNCTIONAL AREA Transportation

POINT OF CONTACT CPT O'Shea

NAME OF OFFICE Traffic

TELEPHONE 4807/5885

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Review and approval on an annual basis, reserve component unit movement plans of high priority units for movement to mobilization stations	A,B,D,E, F,G,	2	0	1	3	Requires augmentation by reserve active duty personnel - 180 man day spaces. (Mob Designees)
Coordinates transportation matters with regional director of federal highway admin, state highway officials, regional directors of emergency planning, and civil defense other services and DOD agencies and adjacent Army Commanders.	A,B,D,G	2	.1	.1	2,3	

CONUSA SURVEY FORM

FUNCTIONAL AREA Transportation

POINT OF CONTACT CPT O'Shea

NAME OF OFFICE Traffic

TELEPHONE

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Provides transportation representative, if required, in the emergency operations center, whenever activated	D	2	.1	.1	2,3	
Evaluates statistical data to determine compliance with applicable directives and to assure the most economical and efficient operation of transportation activities.	B,C,D,G	1,2,3	.5	.5	1,2,3	
Coordinates and supervises actions and reports in the area of "transportation and traffic management" in	A,B,C,D E,G	2	.1	.1	2,3	

CONUSA SURVEY FORM

FUNCTIONAL AREA Transportation

NAME OF OFFICE Traffic

POINT OF CONTACT CPT O'Shea

TELEPHONE 4807/5885

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
support of the Army Cost Reduction Program.						
Conducts staff visits to field installations and activities to evaluate performance of the trans mission. Recommends improvements and corrective actions as appropriate.	A,D,E,	2	.5	.5	2,3	

CONUSA SURVEY FORM

FUNCTIONAL AREA Transportation

POINT OF CONTACT MSG Aubrey

NAME OF OFFICE Traffic

TELEPHONE 677-5885/4807

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Coordinates, reviews information provided by installations on traffic engineering needs; submits consolidated report with recommendations to HQ, CONARC	B,C,D,G	1,2,3	.1	.1	1,2,3	

CONUSA SURVEY FORM

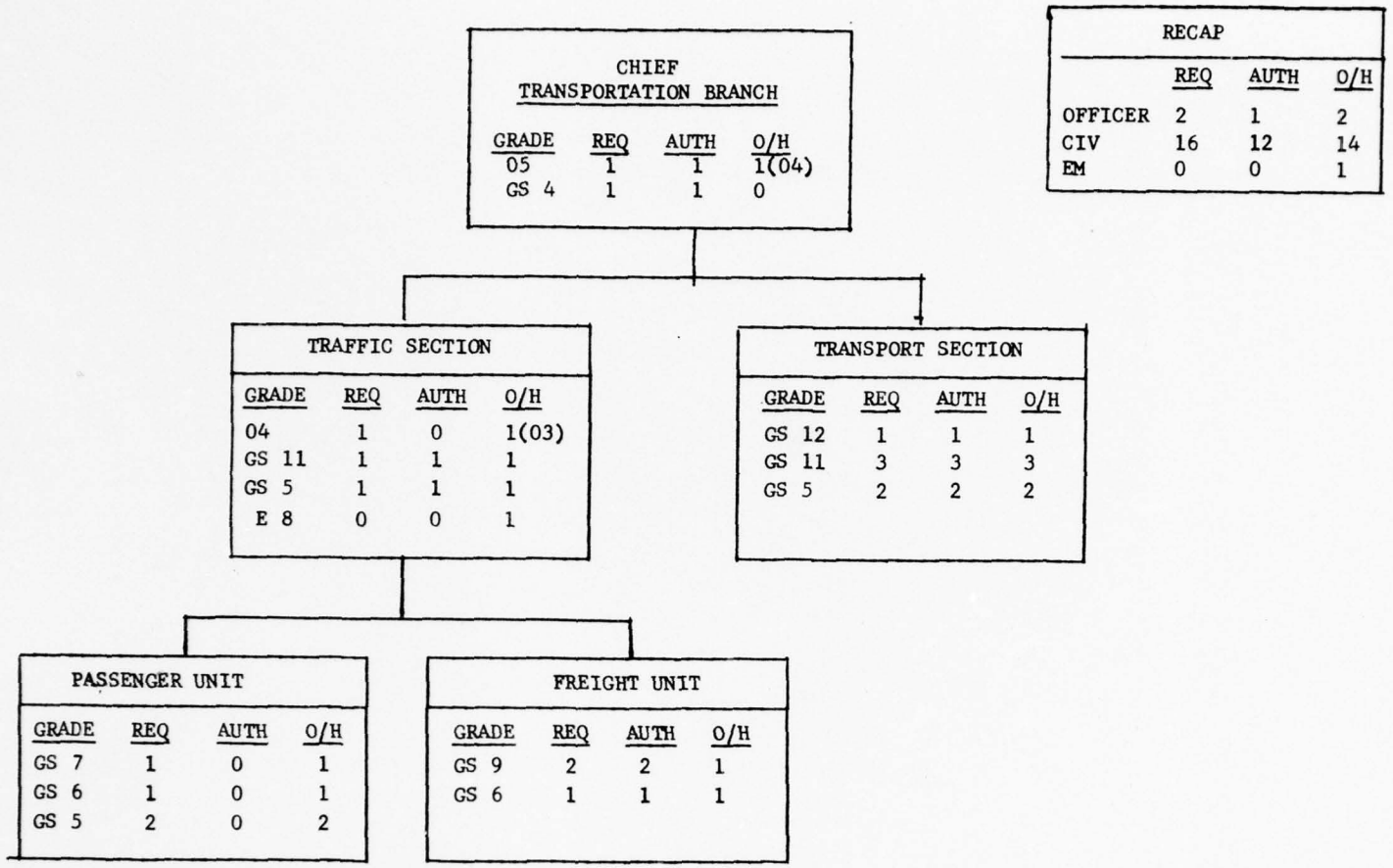
FUNCTIONAL AREA Transportation

POINT OF CONTACT Mr. Russell

NAME OF OFFICE Transport

TELEPHONE 677-2289/2293

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Utility Rail Operation	B,D,E,F, G	1,2			1,2,3	Staff visits are conducted to establish requirements for equipment and review cost and performance data. Make recommendations on vehicle allocation.
Administrative Watercraft Operation	B,D,E,F,G	1,2			1,2,3	
Administrative Motor Services Operation	A,B,D,E, F,G	1,2,3,4	1	1*	1,2,3	*Six personnel are authorized and utilized for all these functions.
Performs technical review of TDA's and MTDA's of Admin Transport Equipment	A,B,D	1,2,3,4	2	2*	1,2,3	Requirements-Density-Inventory-Transfer
Conducts an administrative transport management survey (ATMS) at each Class I instl on an annual basis	A,B,D	1,2,3,4	3	3*	1,2,3	Conduct surveys.


CHIEF
TRANSPORTATION BRANCH
GRADE REQ AUTH O/H
05 1 1 1(04)
GS 4 1 1 0
RECAP
REQ AUTH O/H
OFFICER 2 1 2
CIV 16 12 14
EM 0 0 1
TRAFFIC SECTION
GRADE REQ AUTH O/H
04 1 0 1(03)
GS 11 1 1 1
GS 5 1 1 1
E 8 0 0 1
TRANSPORT SECTION
GRADE REQ AUTH O/H
GS 12 1 1 1
GS 11 3 3 3
GS 5 2 2 2
PASSENGER UNIT
GRADE REQ AUTH O/H
GS 7 1 0 1
GS 6 1 0 1
GS 5 2 0 2
FREIGHT UNIT
GRADE REQ AUTH O/H
GS 9 2 2 1
GS 6 1 1 1

TRANSPORTATION BRANCH

1. Supervises transportation services, including administrative vehicles, rail, and watercraft services.

2. Reviews and determines requirements, allocation, disposition, and distribution of administrative vehicles; maintains command inventory of commercial design (2300 Class) vehicles; conducts an Administrative Transport Management Survey (ATMS) at each Class I installation on an annual basis (CON Reg 55-6).

3. Provides technical review of all commercial transportation licenses issued by installations for compliance with regulations.

4. Provides staff supervision, policy interpretation, and technical guidance for movement of military freight, personal property, and passengers.

5. Obtains from state authorities convoy clearances and special hauling permits for oversize/overweight vehicles of Active Army and Reserve Component units, within the FUSA area, traveling interstate and inter-Army.

6. Coordinates with overseas and terminal commands and issues travel authorizations and port calls for unaccompanied dependents.

7. Provides policy on operation of military vehicles on public highways and area movement guidance for convoys.

8. Provides staff supervision and technical guidance for Active Army and USAR unit movements.

9. Prepares movement instructions for the logistics portion of plans and directives issued by this headquarters.

10. Participates in unit movement capability exercises.

---

11. Develops, monitors and maintains the following plans and coordinates operations when implemented:

a. Possible Disruption of Maritime Service Plan (1A-PDMS).

b. Common Use Military Owned Vehicle Plan (1A-MOVP).

c. Emergency Highway Traffic Regulation Plan (1A-EHTRP).

12. Reviews and approves, on an annual basis, Reserve Component Unit Movement Plans of high priority units, for movement to mobilization stations.

13. Coordinates transportation matters with Regional Director of Federal Highway Administration, State Highway Officials, Regional Directors of Emergency Planning (OEP) and Civil Defense, other services and DOD Agencies, and adjacent Army Commanders.

14. Provides transportation representative, if required, in the Emergency Operations Center, whenever activated.

15. Evaluates statistical data, to determine compliance with applicable directives, and to assure the most economical and efficient operation of transportation activities.

16. Coordinates and supervises actions and reports in the area of "Transportation and Traffic Management" in support of the Army Cost Reduction Program.

17. Performs technical review of administrative transport equipment authorization of TDA's, MTDA's, TOE's, and MTOE's.

18. Conducts staff visits to field installations and activities to evaluate performance of the transportation mission. Recommends improvements and corrective actions as appropriate.

19. Coordinates, reviews information provided by installations on traffic engineering needs; and submits consolidated report with recommendations to CONARC.

APPENDIX III - MAINTENANCE

1. The Maintenance Division is a staff element of the Deputy Chief of Staff, Logistics and consists of 80 personnel assigned to the maintenance division (7), management branch (20), materiel branch (16) and maintenance assistance branch (37) (See Tab C). This division overviews 15 reports, with four of these reports being retained at FUSA and 11 reports submitted to CONARC (9). AMC (1), and AVSCOM (1) (See Tab A). The actions taken at FUSA in the various maintenance subfunctions are primarily related to processing, consolidating, issuing of guidance, establishing policy, rendering decisions in relation to questions concerning guidance and policy, and conducting staff visits (See Tab B).

2. The Maintenance Division consists of the Chief, Deputy and five administrative personnel who provide support to the division and branches. A detailed discussion of the personnel, functions, reports, and operations follows:

a. Management Branch. The management branch consists of 20 personnel who are primarily concerned with reviewing, coordinating, and implementing overall policies, directives, plans, doctrine, and staff actions affecting the maintenance program. The branch handles eight reports with primary staff actions on the materiel readiness, workload and backlog, and administration storage reports. Staff coordination and monitorship to provide for mission assignment and maximum utilization of TOE maintenance units is performed by the management branch. With this knowledge of TOE units this branch makes recommendations on force structures. Within this branch are the reserve support personnel. There are six people dedicated to reserve support with one report providing data which is utilized to relate equipment density to personnel requirements of the Area Organization Maintenance Shops (AOMS). This branch recommends establishment, relocation, discontinuance, and consolidation of AOMS and Area Equipment Storage Compounds (AESC). The annual USAR maintenance facilities and support plan is developed by this branch for submission to DA.

b. Materiel Branch. The materiel branch consists of 16 personnel with primary emphasis devoted to plans, policies, and procedures for maintenance of specific commodities and providing technical expertise in relation to ARADCOM through the telephonic report on non-operational missile equipment. This branch performs technical assistance to the maintenance assistance branch and the MAIT personnel. This branch conducts Command Technical Inspections (CTI's) of Nuclear Warhead Support Section (NWSS) and monitors the conduct of Technical Proficiency Inspections (TPI's) by CONARC and DA and Technical Standardization Inspection (TSI's) by the Defense Atomic Support Agency. The inspections are conducted as part of the Nuclear, Biological, Chemical (NBC) visitations to the installations.

c. Maintenance Assistance Branch. The maintenance assistance branch consists of 13 personnel primarily devoted to directing, monitoring and providing technical assistance to the Maintenance Assistance and Instruction Teams (MAIT) and augments installation MAIT with specialized skills. This branch monitors and coordinates the technical assistance requirements for commodity command technicians. Commodity specialists are currently operating at Forts Knox, Eustis, Dix, and Meade. The branch handles a monthly

status and an annual requirement report for commodity command technical assistance. In addition, this branch exercises direct supervision and control of three MAIT support elements in support of the USAR. This support element consists of three, eight-man teams located at Oakdale, PA, Fort Hamilton, NY and Fort Meade, MD (Tab D). These teams currently operate on a request basis and provide specific support as outlined in the request from the reserve unit. The MAIT Teams also provide support to the IGMR ROTC summer camp. This is again technical assistance and not platform instruction.

3. The following data has been collected in answer to the Form "C" statements.

a. The management functions and related personnel have been verified (EEA #2).

b. The data has been collected to facilitate further analysis on the required management echelons and the ratio of personnel assigned to headquarters versus deployable forces (EEA #3 and #9).

c. Reports data have been sufficiently analyzed to recognize which reports are required (EEA #19). Further analysis will be made on this data.

4. The role of the CONUSA is primarily one of providing technical assistance in the maintenance area. The maintenance division is "operational" in terms of providing MAIT support to the USAR and in conducting technical inspections of nuclear warheads. In this role the CONUSA is oriented toward the installation or USAR units. The reports submitted to the CONUSA are all generated from installations or AOMS input, and feedback is provided in the form of command letter or similar correspondence. This division provides reports data to CONARC and reacts to specific actions as directed by CONARC or the AMC commodity commands. The CONUSA has no direct contact (other than occasional telephonic requests) with DA and responds to DA requirements as directed through CONARC.

Tabs
A - Reports Collection Form
B - Function Survey Form
C - Organization Chart
D - Reserve Support

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSLOG
DIVISION Maintenance
BRANCH
SECTION

DATE OF INTERVIEW 17 April 1972

FUNCTIONAL AREA(S)

NAME OF INDIVIDUAL CONTACTED

PHONE # 2912

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
Army Acft Inventory Status & Flying Time (DA Form 1352)	AMC-130		X (PC)	EA Unit (Assembled by Data PRO)	AR 710-12	No	No	Yes	Correct Errors
Army Acft Rpt of Insp & Safety in - Flight	AMC-213	X		Ea Unit	AR 95-18	No	No	No	None
Projected Tech Assist Rqmnts	ATLOG-79 (R2)	X		DIO	AR 700-4 CON SUPP 1	No	No	Yes	Determine Adequacy of Rqmnts
Missile & Rocket Equip Rpt	AMC-139 (MIM)	X		Msl Shop, IMO	AR 750-40 (C)	No	No	No	None
TD Ordnance Nuclear Weapons Spt Capabilities (C)	ATLOG-99 (R1)	X		Nuc Wpns Spt Section	Con Reg 701-3(C), 1A Reg 750-13	No	Yes	No	Correct Errors & Take CMD Exception
Materiel Readiness Report	CSGLD-1042 (R1)	X	X (Both hard copy & PC Rcvd)	Ea Unit DPC	TM 38-750, 1A Reg 750-5	No	No	Yes	Correct Errors
Admin Storage of Equipment	CSGLD-1042 (R1		X (PC)	Ea Unit DPC	CON REG 750-1, 1A Suppl	No	Yes	Yes	Correct Errors

A-III-A

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
Analysis & Actions	YES (Displayed Individually & Consol)	YES	NO	CONARC & AVSCOM	Same RCS - Selected Feed Back	CONUSA	3	3	3	2 - Maint 1 - Supply Brief DCSLOG
Identifies Problems/ Workloads	Direct to AMC INFO 1A	NO	NO	AVSCOM	AVSCOM	AVSCOM	1	1	1	
Establish Annual & Medium Term Rqmnts	YES	YES	NO	CONARC AMC	Same RCS- Contains Appvd Rqmts	CONARC 1 AMC	7	7	7	Commodity Specialists
Identify Problems & Actions Rqd Expedite Parts	1A Rec's Info Copy- Orig to AMC	NO	NO	AMC	None	N/A	2	2	2	
Identify Problems, Initiate Actions	YES (Indorsed by Letter w/comments)	NO	NO	CONARC	None	N/A	1	1	1	Installations informed of actions to overcome prob.
Identify Problems, Initiate CMD Actions	NO	YES	NO	CONARC USALDC	CMD Feedback Ltr Form	First Army CONARC	10	10	10	Mgmt & Commodity Specialists
Mgmt of Progra, Ident of Problems	NO	YES	NO	CONARC	None	N/A	3	3	3	Mgmt, Mtrl & Mat

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSLOG
DIVISION Maintenance
BRANCH
SECTION

DATE OF INTERVIEW 17 April 1972

FUNCTIONAL AREA(S)

NAME OF INDIVIDUAL CONTACTED

PHONE # 2912

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
USAR Maint Facilities & Spt Plan	CS RES-100 (R2)	X		AOMS	AR 140-15, Con Suppl	NO	NO	YES	Correct Errors
Operational Readiness Float (ORF) Status & Utilization	ATLOG-386	X		IMO	AR 750-19 Con Supp 1	NO	YES	YES	Correct Errors
Workload & Backlog Report	CSGLD-1047 (R1)	X (Narrative & Automated)	X (PC)	TDA Spt Maint Act	TM 38-750-1, LA Reg 750-5	YES	NO	YES	Edit & Correct Errors
Reliability & Maintain - Ability Status Rpts	CSCRC-73	X		CONARC Schools	AR 750-50, Con Ltrs	NO	YES	NO	N/A
Industrial Engr Projects	OSD-1112	X		IEs assigned to TDA Maint Shops	AR 1-12, LA Reg 750-10	YES	NO	YES	Edit & Approve Prior to Actions
Evaluation of Commercial & Industrial Type Activities & Spt Svcs	Budget 1044	X		TDA Spt Maint Shops	AR 235-5, Con Suppl, LA Ltrs	NO	NO	YES	Comment on Inadequate or Improper Submissions
Telephonic Report of Non-OP MSL Eqp	AHABD-	X		MSL Shop 1 Mo	LA Reg 750-1	YES	NO	YES	N/A
TOE DS/GS Maint Unit Workload & Backlog Rpt	RCS CSGLD 1047 (R1)	X		TOE Maint Units	LA Reg 750-7	YES	NO	YES	Edit

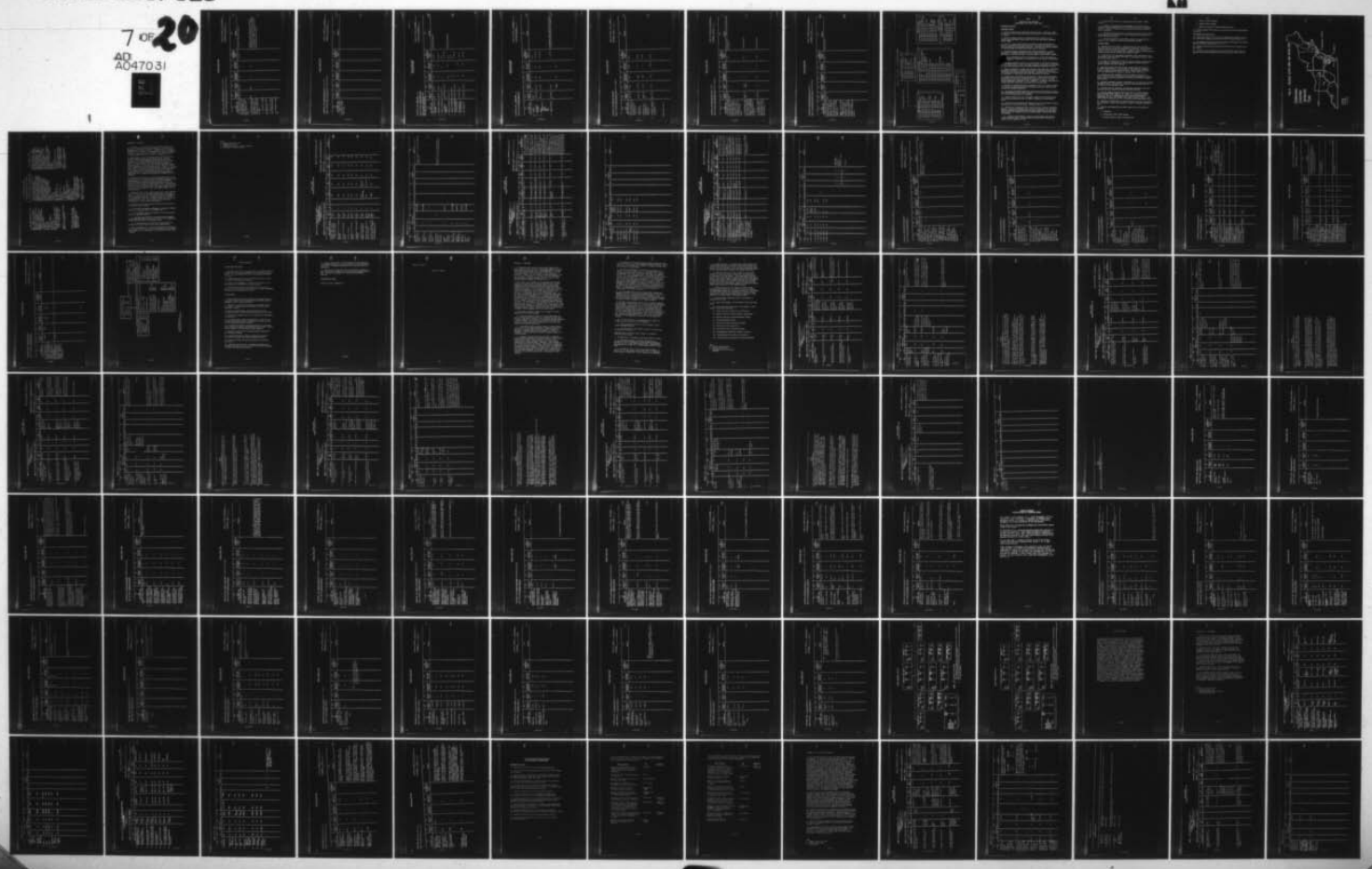
CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
Determine Resource Rqmts	YES (Cover Ltr w/CMD Comments)	NO	NO	CONARC DA	None	N/A	4	4	4	
Assure Proper Utilization of Assetts, Detect Problems.	YES (Cover Ltr w/CMD Comment)	NO	NO	CONARC	None	N/A	2	2	2	Initial Rpt submitted Mar 72 Coord w/Sup & Matl Br
Identify Backlogs, take CMD Actions	NO	NO	YES		Feedback to Instals in Form of CMD Corresp.		8	8	8	Mgmt & Mtl Specialists
NONE	YES	NO	NO	CONARC	NONE	N/A	1	1	1	Admin Processing only
Determine Adequacy of IE SPT, Exchange Approved Actions	NO	NO	YES		Feedback & Exchange INFO in Ltr & TB Form		1	1	1	
To Rpt new Starts & to continue Designated Commodity Opns, Based upon economic Considerations	YES	NO	NO	CONARC DA	Approval, Comment from Higher Hqs in Form of Corres		2	2	2	Mgmt & Matl Spec.
To Reduce MIL System Downtime, Expedite Parts	NO	NO	YES	N/A	Tell-phonic INFO Furn as to Status of Critical Parts					
Control, Tracking & Utilization Data	NO	NO	YES	N/A	Comments to instal by Corresp		3	3	3	Mgmt & Mtl Spec

AD-A047 031 OFFICE OF THE CHIEF OF STAFF (ARMY) WASHINGTON DC MA--ETC F/G 15/5
FUNCTIONAL STUDY OF CONUSA (CONTINENTAL U.S. ARMY) MANAGEMENT.(U)
MAY 72

UNCLASSIFIED

7 OF 20
AD
A047031



CONUSA SURVEY FORM

FUNCTIONAL AREA DCSLOG Maintenance Division

POINT OF CONTACT Mr. Shipley

NAME OF OFFICE Off of Chief and Administration

TELEPHONE 2812/2912

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Plans, directs and supervises the accomplishment of the First US Army Maintenance Program.	A,D,E,G	2,3,4	2	2	2,3,4	Includes Chief and Deputy
2. Provides administrative services and support incident to operation of the Division to include: a. Personnel Admin b. Maint of classified files c. Maint of technical publications d. Property & supply	N/A	N/A	4	4		Personnel interchangeably perform tasks/functions indicated in support of Division workforce authorization: 6 Officers, 1 WO, 1 EM and 67 civilians inclusive of MAIT.

A-III-B

CONUSA SURVEY FORM

FUNCTIONAL AREA DCSLOG Maintenance Division

POINT OF CONTACT Mr. Shipley

NAME OF OFFICE Off of Chief and Administration

TELEPHONE 2812/2912

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
e. Other Office Services, tasks/ functions						

18 Apr 72

CONUSA SURVEY FORM
HQ FIRST US ARMY

FUNCTIONAL AREA MAINT MGT

POINT OF CONTACT LTC NASBY

NAME OF OFFICE DCSLOG MAINT DIV

TELEPHONE 4584/4888

REFER TO DRAFT O&F PROVIDED TEAM REPR (MAJ FOX) FOR DETAILS.

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Policies, Plans & Doctrines	A,D,E	2,3,4	3.25	3.25	2,3,4	(includes secretary)
2. Systems & Records	A,D,E,G	2,3,4	.50	.50	2,3,4	
3. Report Processing	B,C,D,E,G	2,3	1	1	2,3	
4. Programming & Budgeting	A,B,C,D,E,G	1,2,3,4	1	1	1,2,3,4	
5. Review & Analysis	A,B,C,G	2	3.25	.25	2,3	(includes secretary)
6. Industrial Engineer	A,B,D,E,G	2,3	.75		2,3	
7. Mission Assignments & Satellizations	A,B,D,E,G	1,2,3,4	.50		1,2,3,4	
8. TOE Maintenance Unit Utilization	A,B,D,E,G	1,2	.50	.50	1,2,3	
9. Cost Reduction	A,B,C,D,G	1,2,3,4	.25	.25	1,2,3,4	

CONUSA SURVEY FORM
HQ FIRST US ARMY

FUNCTIONAL AREA MAINT MGT

POINT OF CONTACT LTC NASBY

NAME OF OFFICE DCSLOG MAINT DIV

TELEPHONE 4584/4888

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
10. Surveys	A,D,G	2	1	1	2,3	
11. Contingency Planning	A,B,C,E,G	1,2,3,4	.50	.50	1,2,3,4	
12. Others Schedule X's TDA's ISSA's GAO AAA	A,B,D,G	1,2,3,4	1.50	1.50	1,2,3,4	
13. Reserve Matters	A,B,C,D,E,G	1,2,3,4	4	6	1,2,3,4	2 unsupported spaces resulted from reduction in year end civilian spaces (6 includes secretary)
		TOTAL:	18	20		

CONUSA SURVEY FORM

FUNCTIONAL AREA Materiel Branch

POINT OF CONTACT LTC J. MOORE

NAME OF OFFICE Maintenance Division, DCSLOG

TELEPHONE 6301

	(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1.	Plans, Policies and Procedures for maintenance of commodities	A,D,E,G	2,3,4	6.50	6.50	2,3,4	
2.	Technical Information	A,D,E,G	2,3,4*	6.50	6	2,3,4	
3.	Monitors and Implements DA Maintenance Programs	A,B,C,D, E,G	2,3,4	2.50	2	2,3,4	
4.	Review & Analysis of Maintenance Programs	A,C,D,E, G	2,3,4	1.50	1.50/50	2,3,4	

* AMC Activities

CONUSA SURVEY FORM

FUNCTIONAL AREA Maintenance Assistance

POINT OF CONTACT MAJ Goldsmith

NAME OF OFFICE Maintenance Assistance Branch

TELEPHONE 5558

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Directs and monitors the First US Army Maintenance Assistance Instruction Team (MAIT) Program, as prescribed by AR 750-51 and CON Reg 750-8	A,B,C,D E,G	2	5	6	2,3	Admin support to MAIT teams which have no admin.
2. Coordinates and monitors technical assistance requirements for Commodity Command technicians as prescribed by AR 700-4	A,B,C,D E,G	2/3 (AMC)	1*	1*	2,3	*See Footnote
3. Augments installation MAIT with specialized skills and conducts Staff MAIT visits.	A,D,E,G	2	1*	1*	2,3	*See Footnote

CONUSA SURVEY FORM

FUNCTIONAL AREA Maintenance Assistance

POINT OF CONTACT MAJ Goldsmith

NAME OF OFFICE Maintenance Assistance Branch

TELEPHONE 5558

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
4. Exercises direct supervision and control of MAIT in support of Reserve and those installations/activities without an in-house capability. *NOTE: Seven Staff technician's time is split between functions 1,2&3 (5 Auth 7 on hand) Difference between columns d and e denotes unsupported spaces.	A,B,C,D E,G	2	3*	4*	2,3	*See Footnote

DCSOG MAINTENANCE - ORGANIZATION/MANNING

HEADQUARTERS FIRST US ARMY

MAINTENANCE DIVISION	O/H
1(1) COL Chief (2625)	1
1(1) GS-14 Dep Maint Off	1
1(1) GS-6 Ofc Svc Supv	1
1(1) GS-6 Secy Steno	1
1(1) GS-4 File Clk	1
1(1) GS-4 File Clk Typ	1
1(1) GS-4 Clk Typ	1
1(1)-O 6(6)-C	

MANAGEMENT BR	O/H
1(1) LTC Chief (2625)	1
1(1) GS-13 Supv Eq Sp Gen	1
1(1) GS-12 Maint Mgt Off	1
2(1) GS-12 Staff Eq Sp	2
1(1) GS-12 Ind Engr	1
1(1) GS-11 Prog Anal Off	1
7(6) GS-11 Maint Mgt Anal	6
1(1) GS-11 Eq Sp Gen	1
3(1) GS-9 Prog Anal	2
1(1) GS-9 Maint Mgt Anal	1
1(1) GS-4 Secy Typ	1
2(1) GS-4 Clk Steno	1
1(1) GS-4 Clk Typ	1
1(1)-O 22(17)-C	

MATERIEL BR	O/H
1(1) LTC Chief (4803)	1
1(0) CPT Nuc Wps Maint Off (4517)	0
1(1) WO Acft Maint Off (671E)	0
1(1) E8 Maint NCO (62B50)	1
1(1) GS-12 Supv Eq Sp Gen	1
1(1) GS-12 Eq Sp Gen	1
1(1) GS-12 Eq Sp Auto Ord	1
1(1) GS-12 Eq Sp Acft	1
1(1) GS-12 Eq Sp E/C	1
1(1) GS-12 Eq Sp Msl	1
1(1) GS-11 Eq Sp Auto	1
1(1) GS-11 Eq Sp Ord	1
1(1) GS-11 Eq Sp Ord Nuc Wpn	1
1(1) GS-11 Eq Sp Acft	1
1(1) GS-11 Eq Sp E/C	1
1(1) GS-11 Eq Sp Msl	1
1(0) GS-11 Eq Sp Gen	0
1(1) GS-5 Secy Steno	1
2(1) GS-4 Clk Steno	1
2(1)-O 1(1)-WO 1(1)-E 16(14)-C	

MAINT ASST BR	C
1(1) LTC Chief (2625)	
1(1) GS-12 Supv Eq Sp Gen	
1(0) GS-12 Eq Sp Gen Mnt Asst	
1(0) GS-11 Eq Sp Gen	
1(1) GS-11 Eq Sp Gen Auto	
1(1) GS-11 Eq Sp E/C	
2(1) GS-11 Eq Sp Acft	
1(1) GS-11 Eq Sp Gen (MM)	
1(1) GS-11 Eq Sp Msl/Ord	
1(1) GS-8 Supv Adm Asst	
2(2) GS-4 Clk Typ	
1(1)-O 12(9)-C	

MAIT (SPT ELEM)	C
1(1) MAJ	
3(3) GS-11 Eq Sp Supv Gen	
9(7) GS-10 Eq Sp Auto	
3(3) GS-10 Eq Sp E/C	
3(3) GS-10 Eq Sp Ord Arm	
6(5) GS-10 Eq Sp Gen	
1(1)-O 24(21)-C	

RECAPITULATION

	RECOGNIZED					AUTHORIZED				
	O	WO	E	C	TOT	O	WO	E	C	TOT
P05111410(HQ)	5	1	1	56	63	4	1	1	46	52
P2O3596N1(MAIT)	1			24	25	1			21	22
TOTAL	6	1	1	80	88	5	1	1	67	74

ORGANIZATION AND FUNCTIONS
HEADQUARTERS FIRST UNITED STATES ARMY

MAINTENANCE DIVISION 18 Apr 72

MANAGEMENT BRANCH

1. Reviews, coordinates and implements overall policies, directives, plans, doctrines and staff actions and/or projects affecting the maintenance mission or program.

2. Serves as command authority on implementation and operation of the Standard Army Maintenance System (SAMS) and the Army Maintenance Management System (TAMMS).

3. Processes Active Army and USAR unit, materiel readiness and backlog reports in coordination with Materiel Branch to determine readiness of equipment and adequacy of maintenance operations. Initiates staff actions designed to reduce backlogs and improve operational rates of equipment.

4. Performs maintenance programming and financial management to include development of Command Operating Program and Command Operating Budget for Maintenance of Materiel and input to mission areas of USAR and ROTC programs.

5. Serves as coordinating office for preparation of review and analysis of program execution, preparation of briefings and for the conduct of conferences and seminars.

6. Implements programs to improve the effectiveness of maintenance operations through introduction of modern industrial engineering principles and techniques. Provides staff supervision over the Command Industrial Engineering Program.

7. Monitors assignment of primary and secondary repair missions to TDA support maintenance activities to include satellization of workload, establishing, transferring and discontinuing these missions. Implements policy on operation and management of installation and support maintenance activities.

8. Provides staff coordination and monitorship to assure mission assignment and maximum utilization of TOE maintenance units. Performs on-site review to assure adequacy of workload assignment and employment of units. Provides necessary management assistance to unit commanders. Recommends force structure changes based upon evaluation of workload and utilization data.

9. Monitors the Equipment Maintenance Management area of the Army Cost Reduction Program by establishing goals, validating savings and providing installations with exchange information.

10. Coordinates maintenance management surveys and performs visits to determine effectiveness of maintenance operations, execution of maintenance program and to provide assistance to the commander.

11. Serves as action office for contingency planning involving maintenance and develops maintenance portion of domestic, emergency and mobilization plans.

12. Provides staff surveillance and required reaction to interservice support agreements, AGI, GAO and AAA reports, Schedule Xs and TDAs.

13. Serves as the coordinating office and focal point on reserve maintenance matters. Reviews and develops plans, policies and procedures for the USAR Materiel Maintenance Program and related matters identified with the Reserve Forces mission and command structure, including MUSARCs, AOMS and ROTC-NDCC institutions.

a. Recommends establishment, relocation, discontinuance and consolidation of AOMS and AESC. Develops annual USAR Maintenance Facilities and Support Plan for submission to DA.

b. Technically supervises the organization and operation of AOMS and AESC.

c. Reviews and evaluates Reserve Management and reporting data to determine reserve maintenance position of MUSARCs and overall maintenance status in relation to objectives to include overall status and effectiveness of AT support.

d. Monitors installation support, coordinates and monitors site support and attends pre-camp conferences to insure understanding and adherence to higher headquarters guidance.

e. Monitors development of maintenance technician requirements and adequacy of job standards, training and development programs.

MATERIEL BRANCH

14. Provides staff monitorship of organizational and support (DS/GS) maintenance activities involving maintenance, inspection, repair and modification of aircraft, automotive equipment, combat vehicles, construction equipment, electronic and communications equipment, armament, missile systems, nuclear weapons, general equipment and commodity groups.

15. Serves as First US Army ARADCOM coordinator, with responsibility for satellization plans and overall monitorship of programming changes in administrative/logistic support.

16. Reviews and analyzes Active Army and USAR unit materiel readiness and backlog reports to determine and initiate commodity related actions to improve readiness and reduce backlogs.

17. Maintains liaison with First US Army installations and activities, HQ CONARC, ARADCOM Regions, HQ USARADCOM, and AMC commodity commands to resolve technical problems incident to MWO's, rebuild programs, calibration, test measurement and diagnostic programs, TIP's, TSI's, etc.

18. Performs technical assistance visits by commodity specialists to review operations, provide assistance, evaluate the performance of maintenance, resolve technical problems and to determine effectiveness of maintenance policies.

19. Reviews requirements and makes recommendations for primary and secondary equipment missions, satellization, and specific missions/assignments for utilization of TOE maintenance units.

20. Provides technical information to Maintenance Assistance Branch and researches specific technical inquiries from MAIT personnel.

21. Conducts Command Technical Inspections (CTI's) of Nuclear Warhead Support Sections (NWSS), monitors the conduct of Technical Proficiency Inspections (TPI's) by CONARC and DA, and Technical Standardization Inspections (TSI's) by the Defense Atomic Support Agency of MWSS's. Provides technical inspectors for CTI's of nuclear delivery/emplacement units.

22. Technically reviews ISSA's to insure supporting units have the capability and mission to support the densities by types of equipment requested in ISSA.

23. Monitors and implements the technical aspects of the following DA programs:

a. Calibration

b. Configuration Control (MWO Program)

c. Aircraft Inventory, Status and Flying Time

d. Safety in Flight Messages

e. Rehabilitation Programs

f. Request for Waivers to Repair Expenditure Limits

24. Reviews Engineer MCA Projects and related actions affecting maintenance facilities.

MAINTENANCE ASSISTANCE BRANCH

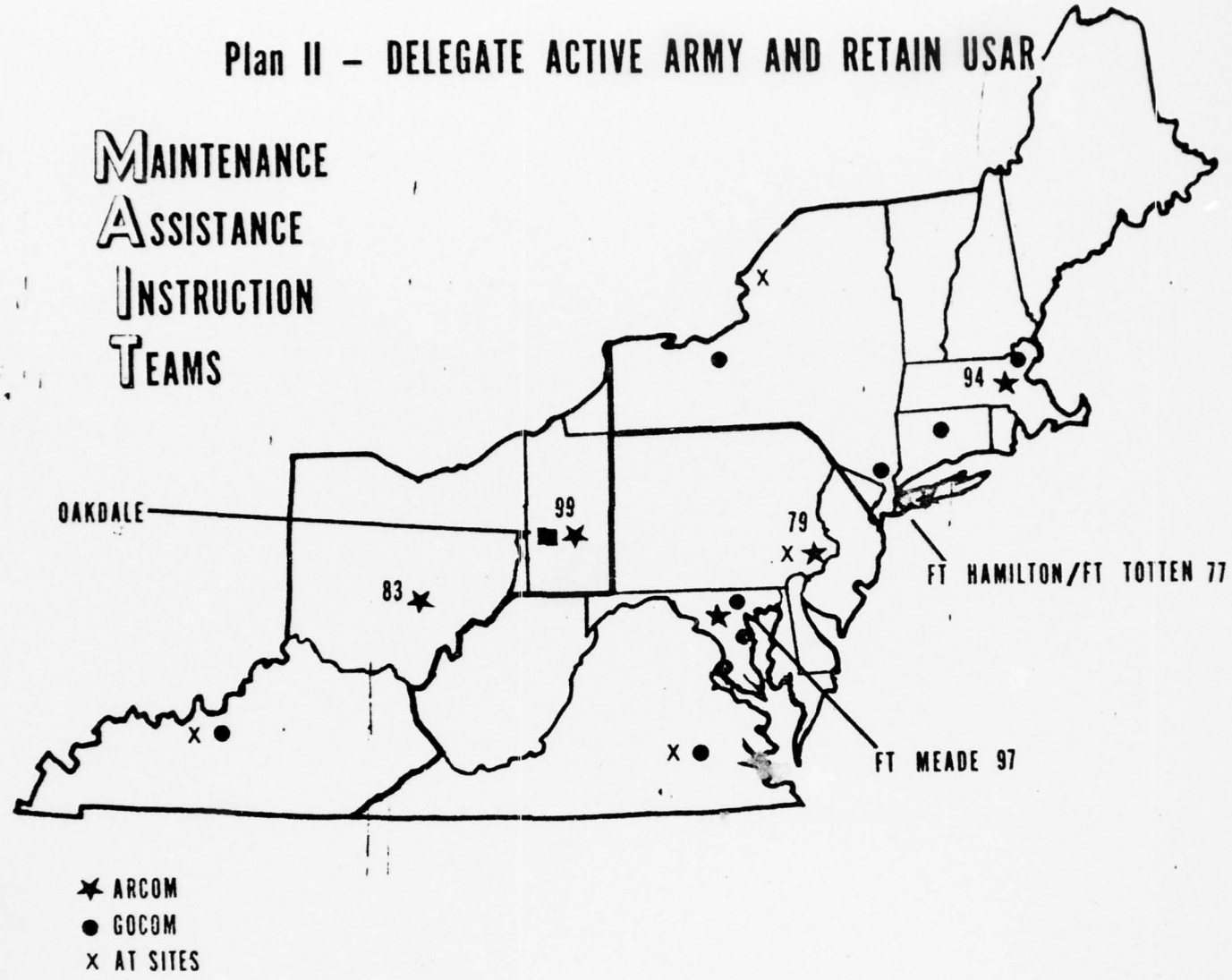
25. Directs and monitors the First US Army Maintenance Assistance Instruction Team (MAIT) Program, as prescribed by AR 750-51 and CON Reg 750-8.

26. Coordinates and monitors technical assistance requirements for commodity command technicians prescribed by AR 700-4.

27. Augments installation MAIT with specialized skills and conducts staff MAIT visits.

28. Exercises direct supervision and control of MAIT in support of the Reserve and those installations/activities without an in-house capability.

Plan II – DELEGATE ACTIVE ARMY AND RETAIN USAR



MAIT RESERVE ARMY CONTROL

TEAM LOCATIONS AND MISSION SUPPORT

I - FORT HAMILTON/TOTTEN (USAR)

MAINE, VERMONT, NEW HAMPSHIRE, RHODE ISLAND, MASSACHUSETTS, CONNECTICUT, NEW YORK (excluding counties of Chautauqua, Cattaraugus, Wyoming, Orleans, Niagara, Eire and Genesee)
"EW JERSEY (counties of Passic, ssex and Bergen)
94 ARCOM
187 INF BDE
76 DIV (TNG)
77 ARCOM
* 353 CIVIL AFFAIRS
98 DIV (TNG)
Camp Drum, NY
First US Army Recruiting District
Main Stations and Armed Forces Entrance & Examining Stations located in geographic area.

TEAM CHIEF: Mr Salvatore Berretta
AUTOVON: 938-1560 X315

* Units of 352 CA, 353 CA and 310 FASCOM within overlapping geographical areas will be provided assistance by appropriate team.

II - HQ FIRST US ARMY, FORT MEADE (USAR)

NEW JERSEY (excluding counties of Passic, Sussex and Bergen)
PENNSYLVANIA (excluding counties of Sommerset, Fayette, Greene, Beaver, Westmoreland, Washington, Allegheny, Cambria, Indiana, Butler, Mercer, Lawrence, Clearfield, Jefferson, Elk, Cameron, Crawford, Erie, Warren and McKean) WEST VIRGINIA (exluding counties of Hancock, Ohio, Brooke, and Marshall)
DELAWARE, MARYLAND, VIRGINIA, DISTRICT OF COLUMBIA
79 ARCOM
78 DIV (TNG)
157 INF BDE
Fort Monmouth, NJ
New Cumberland A.D., PA
IGMR, PA
Carlisle Barracks, PA
97 ARCOM
80 DIV (TNG)
* 352 CIVIL AFFAIRS
* 310 FASCOM
Aberdeen Proving Ground, MD
Edgewood Arsenal, MD
Camp AP Hill, VA
Fort Monroe, VA
Camp Pickett, VA
US Army First Recruiting District
Main Stations and Armed Forces Entrance and Examining Stations located in geographic area

TEAM CHIEF: Mr Louis V Kahmer
AUTOVON: 923-5558/5559

III - OAKDALE (USAR)

KENTUCKY, OHIO, WEST VIRGINIA (counties of Hancock, Brooke, Ohio and Marshall) PENNSYLVANIA (counties of Somerset, Fayette, Greene, Westmoreland, Beaver, Washington, Allegheny, Cambria, Indiana, Butler, Lawrence, Clearfield, Mercer, Jefferson, Elk, Cameron, Crawford, Erie, Warren and McKean)
NEW YORK (counties of Chautauqua, Cattaraugus, Wyoming, Orleans, Niagara, Eire and Genesee)
99 ARCOM
83 ARCOM
100 DIV (TNG)
3d & 5th US Army Recruiting Districts
Main Stations and Armed Forces Entrance & Examining Stations located in geographic area.

TEAM CHIEF: Mr Walter Kohute
AUTOVON: 936-3300 X584

APPENDIX IV - SERVICES

1. The survey of the FUSA Services Division was divided into two major functional areas for ease in relating to the Installation Management Study conducted earlier. Transportation is discussed in Appendix II of Annex A. This appendix will cover the remaining elements of the Services Division DCSLOG. This survey confirmed the analysis made during the Installation Management Survey.

2. Attached at Tab A are the Reports Collections Forms for the Program Management Branch and the Support Branch, Services Division. The Program Management Branch acts as the division coordinator for internal headquarters reports and does not perform in a functional role. The Support Branch performs in a functional role of staff supervision, but does not change reports before forwarding to the requiring activity or command. In most cases, reports received by the Support Branch are merely information copies, with the installation mailing original action copy direct to the command or activity requiring the report. In effect, a separate technical reporting channel has been established for subsistance, etc. A total of 22 reports are processed by the two branches.

3. Attached at Tab B are Function Survey Forms pertaining to the Services Division. The actions taken by the FUSA Services Division relate primarily to issuing guidance, establishing standards, monitoring progress, and conducting staff liaison visits. In essence, the role is purely an administrative one. Decisions are primarily based on format edit and review of actions to insure that they follow the prescribed guidance. The Support Branch does play a vital role in coordination of the area support program for its functional area.

4. Attached at Tab C is the organizational chart for the Services Division. The office of the chief (3 personnel), administrative branch (2 personnel) and Program Management Branch (4 personnel) are all management overhead. Although 11 positions are shown on the organizational chart for the Support Branch, only ten are now authorized and on board. Recent decisions have been made to eliminate one of the Food Service Specialists.

5. Attached at Tab D are the mission and functions pertaining to the Services Division DCSLOG.

6. The following data have been collected in response to requirements for the analysis phase of the CONUSA study.

a. The management functions performed, and related assigned personnel, have been verified.

b. Data have been collected to facilitate further analysis of the management echelons required and the ratio of headquarters, administrative personnel to deployable forces.

c. The reports data will be used for further analysis to determine the need for this function after reorganization.

7. There now appears to be a need for minimal staff supervision of the support functions by both the D&T Command and Force Command. There appears to be no requirement for this function at the Area Commands.

Tabs
A - Reports Collection Form
B - CONUSA Survey Form
C - Organizational Chart - Services Division
D - Functions - Services Division

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSLOG
DIVISION Services
BRANCH Program Mgmt
SECTION

DATE OF INTERVIEW 20 April 1972

FUNCTIONAL AREA(S) Program Management

NAME OF INDIVIDUAL CONTACTED Mr. Dolivka

PHONE # 5951

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
Command Oper Budget Budget Exec Review Prior Year Report	ATCOM 105	X		DIO	NA	NA	NA	NA	
Procedures for Program Changes	ATCOM 46	X		DIO	NA	NA	NA	NA	
Financial Management Report	ATCOM 156	X		DIO	NA	NA	NA	NA	
Status of AOB	CSGLD	X		FIN	NA	NA	NA	NA	
Manpower Utilization Survey	CSFOR 76	X		DIO	NA	NA	NA	NA	
Management Improvement Program	ATCOM 101	X		DIO	NA	NA	NA	NA	
Inter/Intra Service Support Agreements	ATLOG 340	X		DIO DCSCOMPT	CON Reg 1-9	No	No	No	
Commercial Industrial Type Activities	DD I&L(A) 799	X		DIO	AR 236-5	No	No	No	
Review of Reports Preparing Agency Comments and Recommendations	CSGAD 140	X		COMPT	NA	NA	NA	NA	

A-IV-A-5

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
Decision Consolidate Submit		X		DCSCOMPT						Service input to HQ consolidated submission.
Decision Consolidate Submit		X		DCSCOMPT						" "
Decision Consolidate Submit		X		"						" "
Review and Analysis Mgt Tool Decision			X	-						Provides data on obligations. Allows for fund redistribution.
Feeder Data Review & Comments		X		DCSOT						
Mgt Tool Feeder Data		X		DCSCOMPT						
Review Mgt Tool Feeder Data		X		CONARC						
Review Mgt Tool		X		CONARC						
Review and Feeder		X		DCSCOMPT						

A-IV-A-3

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSLOG
DIVISION Services
BRANCH Support
SECTION

DATE OF INTERVIEW 18 April 1972

FUNCTIONAL AREA(S) Logistics

NAME OF INDIVIDUAL CONTACTED Mr. McDonald

PHONE # 677-2517

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. Food Facilities Summary	CSGLD-1611	X		DIO Commissary	AR 30-9	NO	NO	NO	Action forwarded direct to US Army Food Service Center. FUSA receives 2 info and fwd 1 to CONARC as prescribed in AR 30-9.
2. Operational Rations	AMC-112	X		DIO Commissary	AR 30-7	NO	NO	NO	Forwarded direct to US Army Area Support Command, DPSC. 1 info to 1A.
3. Unsatisfactory Materiel Report (Subsistence)	DD-DSA (AR) 1019 (P)	X		DIO Commissary	AR 31-200	NO	NO	NO	Forwarded direct to US Army Food Service Center. Info cy to 1A and CONARC.
4. Planned Utilization of Specific Subsistence Stocks	DD-DSA (AR) 42 (O)	X		DIO Commissary	AR 30-7	NO	NO	NO	Forwarded to 1A. 1A reports to US Army Area Support Command, DPSC, Phila.
5. Food Cost and Feeding Strength Summary	CSGLD-1596	X		DIO Commissary	AR 30-5	NO	NO	NO	Forwarded direct to US Army Food Service Center. 1A receives 2 info cys and fwds 1 to CONARC
6. Subsistence Report and Field Ration Request	SPTS-48 (R1)	X		ROTC, NG, ARADCOM	AR 30-46	NO	NO	NO	Units and activities receiv subsistence support fwd to installation comsy. Units & activities authorized basic subsistence allowance not receiving support fwd direc to US Army Food Service Center with info cy to this Hq
7. Survey of commercial Facilities and Commissary Stores	OSD-1348	X		DIO Commissary	DA Ltr	NO	NO	NO	Fwd to this Hqs. 1A fwds to US Army Food Service Center

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1. Mgmt Info	Yes (Info)	NO	NO	CONARC DCSLOG (SVCS)	None					
2. Mgmt Info	No	No	No	USAASC	None					
3. Mgmt Info	No	No	No	USAFSC	None					
4. Distribution Excess Subsistence	Yes	No	No	USAASC	None					
5. Mgmt Info	Yes (Info)	No	No	CONARC	None					
6. Monitors	No	No	No	USAFSC	None					
7. Mgmt Info	Yes	No	No	USAFSC	None					

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSLOG
DIVISION Services
BRANCH Support
SECTION

DATE OF INTERVIEW 18 April 1972

FUNCTIONAL AREA(S) Logistics

NAME OF INDIVIDUAL CONTACTED Mr. McDonald

PHONE # 677-2517

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
8. Military Personnel Strengths Actual and Projected	DD-DSA (SA) 40 (O)	X		DIO Commissary	AR 30-7	NO	NO	NO	Forwarded direct to US Army Area Support Com
9. Monthly Installation Menu Board Minutes	None	X		DIO Food Advisers Office	AR 30-1	NO	NO	NO	Forwarded to 1A. 1A fwds direct to USAFSC with info cy to CONARC
10. Evaluation of New or Improved Subsistence Items	SPTS-59	X		DIO Food Advisers Office	AR 30-1	NO	NO	NO	Forwarded to 1A. 1A to CONARC. CONARC to USAFSC.
11. Laundry & Dry Cleaning Operations	SPTS-4	X		DIO Laundry	AR 210-138	NO	NO	NO	Forwarded direct to DA. Info cy to 1A and CONARC.
12. Laundry and Dry Cleaning Operations	AHABD-26	X		DIO Laundry	1A Reg 210-5	YES	NO	YES	Forwarded direct to 1A
13. Utilization of Gravesites (Post Cemeteries)	SPTS-8	X		DIO Mortuary	TM 10-287	NO	NO	NO	Forwarded direct to DA Info cy to 1A.
14. Record of Preparation and Disposition of Remains (Deaths Occurring in CONUS)	SPTS-14	X		DIO Mortuary	AR 638-40	NO	NO	NO	Forwarded direct to DA Info cy to 1A.
15. Miscellaneous, special one time reports needed by this Hqs & CONARC, solicited & reported by telephone.	N/A			DIO Offices					Average 2-3 month fro 15 installations

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
8. None	No	No	No	USAASC	None					
9. Mgmt Info	Yes	No	No	CONARC USAFSC	None					
10. Monitors	Yes	No	No	CONARC	None					
11. Monitors	No	No	No	DA	None					
12. Mgmt Info	No	No	No	-	-	1A				
13. Mgmt Info	No	No	No	DA	None					
14. Mgmt Info	No	No	No	DA	None					
							2	2	2	Commissary
							4	3	3	Food Service
							1	1	1	Laundry
							1	1	1	Mortuary
							3	3	3	Office of Chief
							11	10	10	
							1	2	2	Military

CONUSA SURVEY FORM

FUNCTIONAL AREA Services Division

POINT OF CONTACT Mr. Dolivka

NAME OF OFFICE Program Mgmt

TELEPHONE 5951

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Develops Services Div portion command oper prog and exercises management over resources pertaining thereto, monitors program execution through R&A techniques, includes Command Oper Prog Command Oper Bud Budget Exec Rev Status Of Obligations Prior Year Rpt Financial Management Report Command Budget Estimates Review and Analysis thereon.	A,B,C,D,E	2,3,4	1,2	1,2		Responsible for all Services Division feeder input for FUSA internal reporting requirements.

A-IV-B

CONUSA SURVEY FORM

FUNCTIONAL AREA Services Div

POINT OF CONTACT Mr. Dolivka

NAME OF OFFICE Program Mgmt

TELEPHONE 5951

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Prepares appropriate statistical analysis reports publications and other statistical services.						
Assist in the mgmt of activities and mission control and prepares and coordinates multi-branch actions. This includes: Intra/inter spt agreement Logistical ltrs Manpower surveys Historical rpts CG notes DCSRF notes Visual aides Briefings Mob Designee AGI	A,B,C	2,3,4	1.4	1.4		

A-IV-B-2

CONUSA SURVEY FORM

FUNCTIONAL AREA Services Division

NAME OF OFFICE Program Management

POINT OF CONTACT Mr. Dolivka

TELEPHONE 5951

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Calendar of sic events RECON Regulation revision Conferences Base closures AT staffing Misc correspondence						
Coordinates, reviews and prepares Service Div portion of First Army Defense Mobilization, Domestic Emergency Plans Programs Projects etc.	A,B,E	2	.4	.4		
Total			3.0	3.0		

A-IV-B-3

CONUSA SURVEY FORM

FUNCTIONAL AREA Services Division

POINT OF CONTACT Mr. W. H. McDonald

NAME OF OFFICE Support Branch

TELEPHONE 7517

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Supervise operation of commissary stores and troop issue commissaries	A,D,E,G	2,3,4	1.6	1.6		Pertains to: 13 Commissary Stores 3 Branch commissary stores 5 Commissary annexes 14 Troop issue commissaries
2. Reviews & coordinates surcharge fund requirements.	A,C,D,G	2,3,4	.3	.3		a. See 1 above. b. Annual program $2,750,000.
3. Monitors procurement stockage, handling procedures for subsistence for issue and sales.	D,E,G	2,3,4	.3	.3		
4. Reviews and recommends action on all requests for supplemental food allowances.	A,D,B	2,3,4	.2	.2		
5. Provides technical advice and assistance on all matters pertaining to Army Food Program			.8	.8		
a. CI I & II Installations	A,D,E,G	2,3,4				
b. Reserve Components	A,D,E,G	2,3,4				

A-IV-B-4

CONUSA SURVEY FORM

FUNCTIONAL AREA Services Division

POINT OF CONTACT Mr. W. H. McDonald

NAME OF OFFICE Support Branch

TELEPHONE 2517

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
6. Furnishes food advisory services to troop messes, ration distribution points, installation menu boards. Member of 1A Subsistence Review Committee	A,D,E,G	2,3,4	.6	.6		253 Active Army Diring Facilities 2387 Reserve Components Dining Facilities 14 Installation Menu Boards, monthly 14 Ration Distribution Points
7. Monitors laundry & dry cleaning equipment modernization and replacement program	A,D,E,G	2,3,4	.2	.2		7 Army laundries 1 Dry cleaning plant
8. Prepares subsistence, laundry & mortuary portions of mobilization and other types plans and special exercises	A,D,E,G	2,3	.1 .1 .2 .1	.1 .1 .2 .1		
9. Furnishes guidance and technical assistance on mortuary operations.	A,D,E,G	2,4	.7	.7		2,000 individual cases processed or of concern to this Hqs.
10. Evaluates statistical data to determine compliance with directives and insure economical, efficient operation of support service activities.	A,B,C,D, E,G	2,3	.1 .2 .2	.1 .2 .2		

CONUSA SURVEY FORM

FUNCTIONAL AREA Services Division

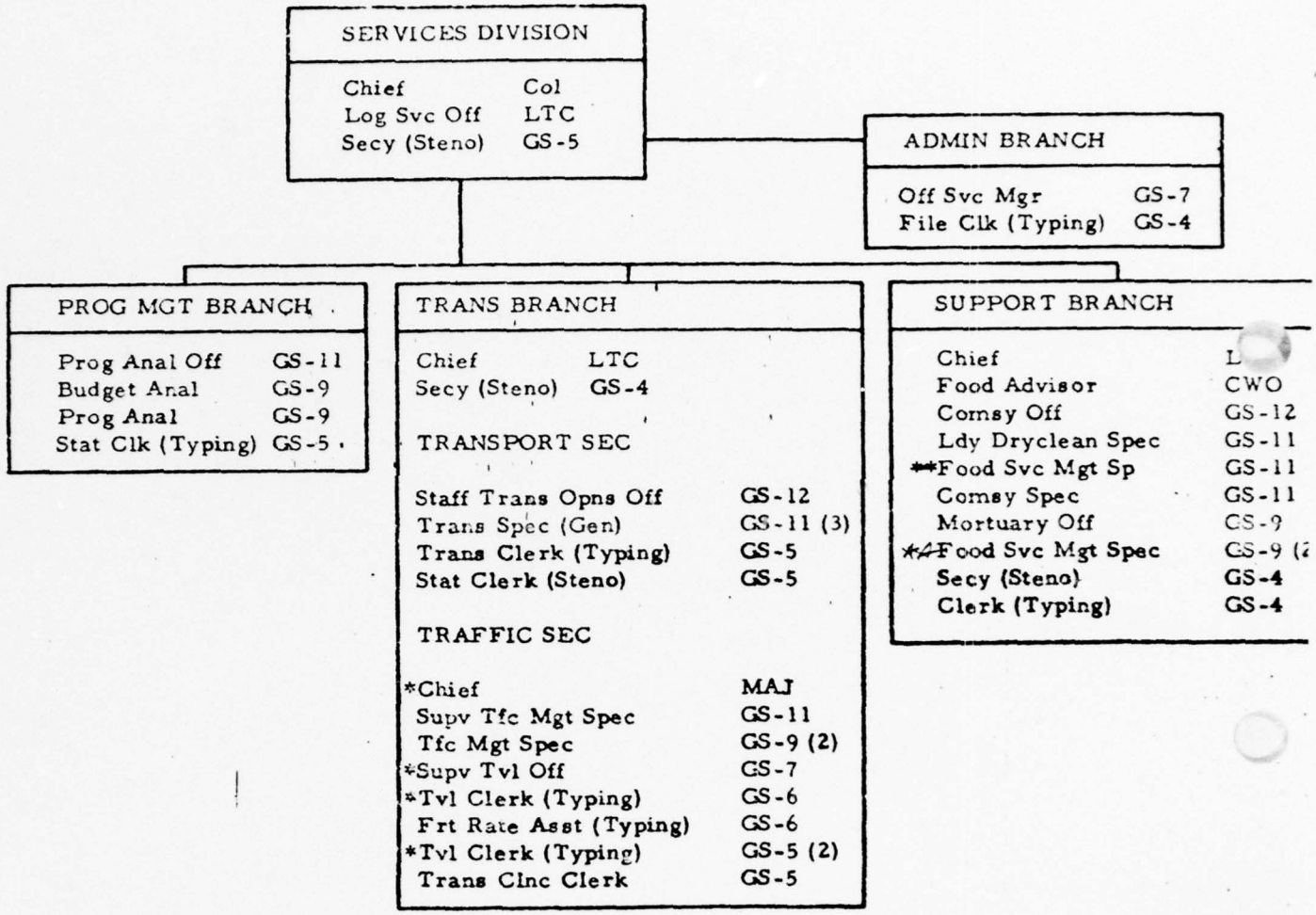
POINT OF CONTACT Mr. W. H. McDonald

NAME OF OFFICE Support Branch

TELEPHONE 2517

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
11. Conducts staff visits to field installations & activities to evaluate performance of support missions to include USAR Centers during MUTAts.	A,D,E,G	2,3,4	.1 1.6 2.0	.1 1.6 2.0		
12. Coordinates and supervises actions in Army Cost Reduction Program: Army Food Program, Laundry and Dry Cleaning	A,B,D,G		.1	.1		
			10	10		

A-IV-B-6



*Non-Supported
**One Space Non-Supported

SERVICES DIVISION

PROGRAM MANAGEMENT BRANCH

1. Develops the Services Division portion of the Command Operating Program (COP) and exercises management over resources pertaining thereto. Monitors program execution through review and analysis techniques.

2. Prepares appropriate statistical analyses, reports, publications, and other statistical services.

3. Assists in the management of activities and mission control and prepares and coordinates multi-branch actions.

4. Coordinates, reviews and prepares the Services Division portion of the FUSA war, defense, mobilization, domestic emergency, and special plans, programs and projects.

SUPPORT BRANCH

5. Supervises and coordinates operation of commissary stores and troop issue commissaries including organization, administration, management, layout, and merchandising.

6. Reviews and coordinates requirements for surcharge funds for procurement of operating supplies, equipment, and facilities improvement projects.

7. Monitors the procurement, stockage, distribution, and handling procedures for subsistance supplies for issue and resale.

8. Reviews and recommends action on all requests for supplemental food allowance.

9. Provides technical advice and assistance in connection with the Army Food Program to Class I installations, Class II installations, ARADCOM and Reserve Components.

10. Furnished food advisory services pertaining to troop messes, ration distribution points, and installation Menu Boards. Participates as member on FUSA subsistence review committee.

11. Monitors laundry and dry cleaning equipment modernization and replacement program.

12. Prepares subsistence, laundry, and mortuary portions of mobilization and other type plans and special exercises.

13. Furnishes guidance and technical assistance on mortuary operations.

14. Evaluates statistical data to determine compliance with applicable directives, and the economical and efficient operation of support services type activities.

15. Conducts staff visits to field installations and activities to evaluate performance of support missions to include USAR centers during MUTAS. Recommends improvements and corrective actions as appropriate.

16. Coordinates and supervises actions and reports in support of Army Cost Reduction Program in the area "General Management Improvement - The Army Food Program and - Laundry and Dry Cleaning Services."

TRANSPORTATION BRANCH

Covered in Annex A, Appendix II.

APPENDIX V-MEDICAL

see ANNEX D-MEDDAC

/3/

APPENDIX VI - ENGINEER

1. The Engineer Division is an organizational element of the Deputy Chief of Staff, Logistics. Its primary mission is to provide engineering guidance, direction and assistance to 12 Class I Army installations and additional subinstallations in 15 states in Northeast CONUS. This includes all of the engineering functions: construction, real estate, building and grounds, land use, utilities, entomology, air and water pollution abatement, and programing and budgeting support for all of these. A more complete mission statement is provided at Tab C.

2. The primary role in support of the installations (and area support) is to provide the assistance described above, provide program and budget guidance and assure orderly and equitable distribution of funds, review and revise as appropriate those projects submitted by the installations to assure that they are technically acceptable. In the recent past, and more so now, the need for this assistance has been more acute because of the scarcity of professional skills at the installation level. (In most cases the personnel spaces exist but the grade structure is too low to attract professionals.) To increase this assistance, professionals of the Engineer Division perform extensive TDY. This TDY includes, but is much more than, the annual installation visits (1 week) to installations and subinstallations required by AR 420-11. The importance of this is amplified when you consider that about 47% of the DCSLOG, FUSA O&M budget, or 22% of the total FUSA O&M budget belongs to the Engineer. It is interesting to note that the Chief, Engineering Division accompanies the DCSLOG to the Commanding General's Staff conferences; the only division chief in all FUSA to hold a permanent seat on the Staff Council.

3. The Engineer Division's primary role in support of DA and CONARC are in the following areas:

a. Exercising approval authority for major maintenance projects for real property facilities up to $300,000 and minor construction projects up to $50,000. This authority has been delegated to FUSA by CONARC. All projects above these dollar limits are submitted to DA and FUSA has the responsibility to assure their practical and technical acceptance.

b. Processes Real Estate actions (leases, licenses, permits, etc), most of it for Reserve components. Currently,there is no authority to purchase these facilities and FUSA is requested to find space in existing facilities if possible, or lease if necessary. FUSA has been given authority to approve leases up to $50,000 annually.

c. Assists in and processes actions related to Executive Order 11508 which pertains to the identification of underutilized/ unneeded Federal Real Property primarily to give to civil authorities for parks, recreation areas, etc. FUSA provides representation on DOD/GSA teams to determine if such acreage in the 1st Army area should be released. FUSA assists in preparing the reports and must be ready to brief DA and OSD or represent DA in subsequent decision sessions at higher level. Since February 1970 there have been about 20 such surveys and 30,000 acres in FUSA have been recommended for release. This is a major effort of a sensitive nature which requires over four man-years of FUSA personnel.

d. Assists in and processes actions related to Executive Order 11507 which pertains to the Environmental Protection Program. All of the effort in this regard is in response to requests from DA and/or OCE as directed through CONARC.

4. The functions performed by the division are detailed, by branch, in the Survey Form at Tab B. To perform these functions the Engineer Division has a recognized requirement of 73 spaces, is authorized 53 and has assigned 56 (3 less than that stated on Form C). The three overstrength will be abolished through attrition (RIF actions are prohibited). Over and above the authorization, this division has three Engineer Trainees (2 in Utilities Branch and 1 in the Fire Prevention and Protection Branch). These trainees are college graduates brought in through the DA Civilian Management Intern Program. Their salaries and TDY are paid by DA. In addition there are three Reserve Officers on extended active duty performing special studies in the Installations and Planning Branch. An organizational chart portraying this data and definitizing it by branch is at Tab C.

5. Since the DCSLOG does not have a consolidated Programs and Management Division, the Programs Management Branch (7 personnel spaces) within the Engineer Division is responsible for the functions relative to program development, performance monitorship and policy procedure development with respect to Engineer Programs. (See Team #3, Annex A, Appendix VI for further detail.)

6. As stated in Installation Forms A and C on Engineer Logistics, the 28 engineer reports submitted to the CONUSA by the installation were reviewed. It was found that only 25 of these reports reach the FUSA Engineering Division. Of the three missing ones, one (CSGLD 1339, Storage Space Utilization and Occupancy Report) is submitted to the Supply Division and two (ENG-30 and DD I&L(SA) 577) are outdated/rescinded reports for over one and one-half years. Four of the 25 reports are retained at FUSA, while the remaining are forwarded to higher headquarters. All of the four retained are used for some management or corrective action purpose, as follows:

a. Two are returned to the installation with comments for necessary corrective action or future guidance.

b. One is retained at FUSA as a source document for subsequent management actions.

c. One (The Annual Boiler Inspection Report) is used to pay contractors for services.

Detailed data on all reports are contained in the Reports Collection Form at Tab A.

7. The magnitude of the Engineer area support mission is great.

a. The Reserve Component population in FUSA area is approximately 241,000 Reservists of whom 108,000 are members of the USAR, or 42% of total CONUS authorizations. These 108,000 USAR personnel are housed in 367 various type facilities in FUSA area.

b. FUSA has 367 or 36% of the 1,019 centers in CONUS. In addition to the Army Reserve Centers, there are 2,757 National Guard Armories in CONUS with 707 (26%) located in the FUSA area.

c. CONUS Armies have no jurisdiction or responsibility over National Guard Armories. Programing, construction, repairs, and utilities are the responsibility of the State and National Guard Bureau. Construction costs for National Guard Armories are shared by the State and Federal Government (75% Federal, 25% State).

d. USAR facilities are not only centers but include any interest in land or structures required for the Administration and training of the Army Reserve. Other supporting facilities include Area Organizational Maintenance Shops (AOMS), Area Supply Offices (ASO), Area Equipment Storage Compounds (AESC) and Weekend Training Sites (WET). At the present time there is no program for construction of facilities for these supporting activities. However, Office Chief Army Reserve (OCAR) is considering including these required projects in future MCAR programing.

e. These activities are now located in leased or other government-owned facilities. The initial cost on constructing the Army Reserve Centers is in excess of $91,000,000. Maintenance, utilities, and custodial services exceed $3.5 million annually. Lease costs for USAR centers exceed $2 million annually. These figures do not include costs to the National Guard.

f. FUSA's assigned responsibilities in this regard (1A Regulation 140-4) are:

(1) Appoint Army members to State Reserve Forces Facilities Board.

(2) Furnish advice and assistance to Army member of State Reserve Forces Facilities Board.

(3) Annual utilization inspection of USAR Centers.

(4) Maintain Facility *Utilization Report (Semi-annual).*

(5) Maintain inventory and stationing plan (Annual).

(6) Prepare metropolitan plans.

(7) Develop long range construction program.

(8) Participate in site selections.

(9) Review USAR Center construction design.

(10) Review/approve deviations in space utilization.

(11) Review/approve minor construction projects.

(12) Evaluate/review requirements for leased facilities.

Tabs
A - *Reports Collection Form*
B - Function Survey Form
C - Organization Chart and Mission Statement

/35

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSLOG Engr Div
DIVISION
BRANCH
SECTION

DATE OF INTERVIEW 19 Apr 72

FUNCTIONAL AREA(S) Engineer Division

NAME OF INDIVIDUAL CONTACTED Keller - Makholm

PHONE # 3202

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1.	Disposal of Buildings (Quarterly)	ATLOG-116	M	X	DFAE	AR 420-13 supplemented by CONARC First Army	No	Yes	Yes	Review, verifies against M Program commitmen[illegible]n dates.
2.	Minor MCA Projects Report (Monthly)	ATLOG-208	M	X	DFAE	CON Reg 415-35 supplemented by 1A	No	Yes	Yes	Reviews and corrects data reported.
3.	Maintenance and Repair Backlog Report (Quarterly)	ATLOG-297	M	X	DFAE	CON Reg 420-3 supplemented by 1A	No	Yes	Yes report	Reviews, corrects and veri with other fiscal data. Pre consolidated summary.
	Facilities Engineer Maintenance and Services M&S Equipment Utilization Report	ATLOG-387	M	X	DFAE	CON Reg 420-4 Supplemented by 1A	No	Yes	No	Reviews and forward
5.	Housing Capacities and Utilization	GSGLD-71	M	X	DFAE	AR 210-18 CON Reg 715-1, 1A Reg 405-2	No	No	Yes	Reviews and forwards.

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1. Verifies disposal against MCA commitments.	Consolidated Report only	No	Yes	CONARC-DA	-	-	3	3	3	Col (l) Additionally data is used in lA briefings.
2. Reviews & corrects data rejected	Yes	Yes	No	CONARC	Corrected copy returned to installation	lA	1	1	1	Column (l) Utilized periodically by Ar Engineer to report funding and e[illegible]ti progress of approved projects.
3. Provides info regarding batklog of unfinanced projects & work	Yes with consolidated summary	No	Yes	CONARC	Copy returned to station w/ corrections indicated & lA priorities indicated	lA	2	2	2	Col (J) Utilized in recommending distr of funds. Additionally, report is used technical personnel in pinpointing area requiring management attention.
4. Provides info upon which lA will direct corrective action	Yes	No	No	CONARC	-	-	1	1	1	
5. Provides data on space utilization in meeting space utilization targets	Yes	No	No	DA copies to CONARC	-	-	1	1	1	Col (J) Used to determine instal[illegible]ns performance in meeting DA utilization target.

(r)

CONARC
Report Disposition

Information retained at CONARC (DCSLOG, Engr Div) and used to manage the building disposal program. Data is required to insure attaining MCA program congressional disposal committments, and to monitor disposal of inactive non-use buildings.

Minor construction (MCA) projects data are used at CONARC for management control in obligation of funds, both design and construction. Report not forwarded. Data used in preparing quarterly review and analysis and other reports to DCSLOG and Command Group.

Report is used at Installations, CONUS Armies and CONARC to provide a complete status of facilities maintenance backlog. Priorities for programing, budgeting and execution are identified and reported on quarterly.

A-VI-A-3

Report is used at Installations, CONUS Armies and CONARC to manage the Maintenance and Services Equipment Utilization Program. Report covers equipment used in Fac Engr Opns (Maintenance and Repair of Real Property).

Copies of reports furnished CONARC are reviewed by several HQS CONARC staff elements. Data contained is used to monitor the troop housing program (i.e.: determine assets available, shortfall requirements and make base stationing and MCA programing recommendations and decisions).

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSLOG Engr Div
DIVISION
BRANCH
SECTION

DATE OF INTERVIEW 19 Apr 72

FUNCTIONAL AREA(S) Engineer Division

NAME OF INDIVIDUAL CONTACTED Keller - Makholm

PHONE # 3202

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
6. Military Construction Army Program Reporting (DA Forms 1390 & 1391) (Annually) MCA	GSGLD-594	M	X	DFAE	AR 415-15 Supplemented by annual letter from CONARC & 1A	No	No	Yes	Reviews and establish[illegible]r priorities.
7. Army Reserve Facilities Utilization Report (Semi-Annual)	CSRES-28(R2)	M	X	DFAE	AR 140-480 Semi-annual First Army of instructions.	No	No	Yes	Reviews, analyses and cons dates data.
8. Post Control Summary (Monthly)	DD-I&L (AR) 1080	M	X	DFAE	AR 420-76 1A letter supplements AR	No	No	Yes	Reviews, analyzes, correct data submitted. Requ[illegible]s review due to low gra[illegible]o sonnel preparing & importa o invironment.
9. Facilities Engineering Command Analysis of Utilities Operation (Annual)	Eng 113 (R3)	M	X	DFAE	AR 420-44	No	No	Yes	Reports are reviewed in det by technical (1A) personnel familiar with installation o ation. Close review requi because of technical impor

A-VI-A-4

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
6. Controls Army MCA Program. Informs CG on Status.	Yes	No	No	CONARC then DA	Resume of Army Priorities forwarded to installations.	1A	4	4	4	Col (J) Controls and updates MCA short intermediate and long range construction programs.
7 Vehicle provide means for assignment of space to reserve activities.	Yes	No	No	DA info to CONARC	-	-	1	1	1	
8. Data reveals if approved program is being performed in accordance with directives.	Yes	No	No	DA info to CONARC	Feedback Report returned to installations as necessary	-	1	1	1	Col (J) Copy forwarded to 1A Medical Entomologist.
9. Edits, evaluates & consolidate.	Yes	No	Installation repts are retained. Consolidated report forwarded	CONARC Copy to DA	- -	-	5	5	5	Col (J) Installation reports are review in detail by 1A technical personnel In ate efficiency of operation and po al problem areas. Letters are prepared to installations providing guidance. Al review may reveal need for special tec staff visits.

(r)

CONARC
Report Disposition

Compile and submit to DA the annual, five-year and long range construction program in priority order. This report provides detailed information for management of the CONARC permanent construction (MCA) program.

One copy of the USAR Fac Utilization Report is maintained at CONARC for information purposes. This report is more detailed than the inventory and stationing plan and contains data concerning the cost to construct and maintain USAR facilities. Report used at CONARC as source of information for briefings, fact sheets and other related staff requirements.

Report is forwarded to DA, OCE where it is consolidated. Report is used at HQ CONARC to review the efficiency of the operation, assure that inspections are being made, proper pesticides used, rate of applications are correct, and environmental requirements are considered.

Report is analyzed to evaluate management action, operation and maintenance of utilities plants and systems, and construction design of these systems. Data used to isolate specific areas requiring additional guidance during CONARC staff visits. Report is a management tool to arrive at effectiveness of utilities utilization program and provides technical and cost data for engineering studies. Reports forwarded to DA.

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSLOG Engr Div
DIVISION
BRANCH
SECTION

DATE OF INTERVIEW 19 Apr 72

FUNCTIONAL AREA(S) Engineer Division

NAME OF INDIVIDUAL CONTACTED Keller - Makholm

PHONE # 3202

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
10	Master Planning for Permanent Army installations. (Annual) MCA	ENG-126	M	X	DFAE	AR 210-20 Supplemented by 1A	No	No	No	Reviews and analyzes data submitted.
11.	Annual Work Plan - Wood Land Management	None	M	X	DFAE	1A Reg 420-39	Yes	No	Yes	Required to manage wood l program. Requires close view because funding progr are involved.
12.	Installation Natural Resources Report (Annual) 3 Parts	DD-M(A) 670	M	X	DFAE	AR 420-74 Supplemented by CONARC & 1A	No	No	Yes	Reviewed annually to ensu compliance with applicable directives and that data pr is realistic.
13.	Installation Natural Resources Nomination for OSD and C/S Conservation Awards (Annual	None	M	X	DFAE	AR 420-74 Supplemented by CONARC & 1A	No	No	No	Reviewed individually and lation activities in th re rated for best overa og
14.	Repairs and Utilities Installation Management - Self-Help Program Nomination (Annual)	None	M	X	DFAE	CON Reg 420-24 Supplemented by 1A	No	Yes	No	Programs reviewed.

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
10. Controls Master Planning to ensure compliance with regulation.	Yes	No	No	CONARC DA	Army comments fed back to installation	-	3	3	3	Col (J) All lA Staff agencies are requi to review program in so far as it has a effect on their staff responsibilities.
11. Edits, evaluates and establishes funding limitations supporting this program.	No	No	Yes	-	lA returns report with appropriate comments and approval.	-	1	1	1	
12. Edits, evaluates programs.	Yes	No	No	CONARC DA DOD	-	-	2	2	2	Col (J) Report reflects activities of La Management - Fish & Wildlife Manage Forest Management.
13. (See Remarks).	Yes	No	No	CONARC DA DOD	-	-	2	2	2	Col (J) Two or more programs are se for best in 1 Army and forwarded to C for further consideration.
14. Evaluates programs & make selection of best for lA	No	No	No (See Remarks)							(Col (M) All installation progra re tained by lA excepting of best pro am is submitted to CONARC as lA nomina

(r)

CONARC
Report Disposition

10 Report is used for general information for all HQ CONARC staff for MCA programing, real estate actions, and stationing decisions. Is also a basis for mobilization planning.

11 Report is used to monitor installation Woodland Management Funding Programs, assure that funds are properly utilized, and that proposed projects are technically and economically feasible.

12 Report is used for statistical information on costs and income from the natural resource programs at CONARC installations. Serves as a guide in allocation of forestry funds to CONUSA's.

13 Report is used to brief HQ CONARC staff on Natural Resource Programs of installations submitting entries for OSD and C/S Conservation Awards. Also used in preparation comments to be used by CG HQ CONARC in presentation of awards to CONARC installations.

14 Information retained at CONARC. Based on review of brochure submissions, awards are made to an installation in each Army with outstanding self help program.

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSLOG Engr Div
DIVISION
BRANCH
SECTION

DATE OF INTERVIEW 19 Apr 72

FUNCTIONAL AREA(S) Engineer Division

NAME OF INDIVIDUAL CONTACTED Keller - Makholm

PHONE # 3202

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanati
15	Dept of Army Air and Water Pollution Control Reports. (Quarterly)	DD I&L (Q) 1088	M	X	DFAE	AR 11-21 Supplemented by 1A	No	No	Yes	Report is required a[illegible] p[illegible] the 5 Year Air & Water P[illegible] Control Program. Update quarterly. Monitored clo[illegible] technically qualified 1A St[illegible]
16.	Electrical Power Problems. (Quarterly)	DD I&L (AR) 1090	M	X	DFAE	DA Msg CONARC msg 1A msg	No	No	Yes	Installation reports monit[illegible] and retained. Consolidat[illegible] report prepared and forwa[illegible]
17.	Special Projects Report (Semi-Annual)	DD I&L AR 431	M	X	DFAE	AR 420-21 supplemented by CONARC and 1A	No	No	Yes	Report reflects dollars ex[illegible] pended against M&R and n[illegible] work projects.
18	Fire Reports. (As Required)	ENG-7 (R-2)	M	X	DFAE	AR 385-12 supplemented by 1A Reg	No	No	Yes	Reports are reviewe[illegible]y t[illegible] nically qualified 1A persor[illegible] Comments are added as th[illegible] result of 1A investigation [illegible] instigated by this HQS.
19.	Real Property Inventory and Building Information Schedule (Quarterly)	ENG 205	M	X	DFAE	AR 405-45 AR 210-20 Letters of Instructions by DA CONARC 1A	No	No	No	

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
15. Monitors the expenditures in support of this program.	Yes	No	No	Original to CONARC Cys to DA	-	-	2	2	2	Col (J) Report is used to monitor 5 Year Program.
16.	Yes	No	No	CONARC DA-OEP	-	-	1	1	1	Col (J) This HQS requested officially that report be dropped, since it serves [illegible] manager requirement
17. (See Remarks).	Yes	No	No	CONARC DA	-	-	1	1	1	Col (J) Report reveals management info on installation efforts expended in repor area.
18. (See Remarks).	Yes	No	No	DA Copy to CONARC	-	-	1	1	1	Col (J) Reports are submitted after eac reportable incident. Unusual fires are investigated by this HQS and become pa final report.
19. Edits & Review (See Remarks).	Yes	No	No	DA	-	-	2	2	2	Col (J) Eng 205 has been found to be un able at lA level, since no consolidated has been provided. This HQS con[illegible]s use data collected by ENG 75 and [illegible]G old reports. ENG 205 copies furnished HQS by installations for review. Upon istrative approval installations are dir to forward ENG 205 to DA OCE.

(r)

CONARC

Report Disposition

Review for adequacy and completeness and forward to DA. Report information is used to monitor CONARC's air and water pollution program and to verify meeting EO 11507 and PL 91-190 requirements.

Provides information concerning availability of electrical power to installations, with details of utility failures, voltage reduction, and load shedding. Provide technical and statistical data on troop strength, new construction loads, conservation measures, reduction targets, U factors affecting power consumption. Reports supplemented at CONARC and forwarded to DA.

Report provides CONARC & DA info on OMA & MCA funded maintenance & repair & minor construction projects. OMA projects are reported when work is started. MCA minor construction projects are reported at the time projects are financed. Information received is utilized by CONARC & DA to monitor progress. DA provides this report data to Secretary of Defense.

Fire reports are reviewed & evaluated at CONARC to determine what actions and guidance is necessary in order to properly supervise & manage the Fire Prevention & Protection Program. Statistical data are used to appraise CG of trends, degree of hazards, incendiarism, etc.

Report input goes direct to DA. Feedback RPI/BIS information is provided CONARC in tape form. Tape is converted to printout at CONARC. Printout report information is used to provide individual facility information and data. Data is summarized by Army by category code and by Army by building number.

147

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSLOG Engr Div
DIVISION
BRANCH
SECTION

DATE OF INTERVIEW 19 Apr 72

FUNCTIONAL AREA(S) Engineer Division

NAME OF INDIVIDUAL CONTACTED Keller - Makholm

PHONE # 3202

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanatio
20.	Facilities Engineering Technical Data (Annual)	ENG-94 (R8)	M	X	DFAE	AR 420-16 supplemented by CONARC & 1A	No	No	Yes	Data is reviewed in ail technical and managemen oriented experts at 1A. I is related to fiscal and re property data. Installati reports are consolidated a 1A Report.
21.	Environmental Impact Statements (As Required)	DD-H&E AR 1068	M	X	DFAE	DA ltr 24 Mar 71, supplemented by CONARC & 1A	No	No	No	Report rendered as neces
22.	Inventory and Stationing Plan (Annual)	CRES-117	M	X	1A	AR 140-178	No	No	No	DCSLOG Engr and I F report.
23.	Utility Operating Logs (Monthly)	-	M	X	DFAE	AR 11-21 supplemented by 1A	No	No	Yes	Review operating logs on nical matters. Data may corrected as a result of r
24.	Cost Reduction Reports Area 10 (Annual)	DD- I&L TA) 1025	M	X	DFAE	AR 11-20	No	No	No	Reviews, and determines savings is valid. Checks computation. Prepares back and consolidates re

A-VI-A-13

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
20. (See Remarks).	Yes	Yes (See Remarks)	No	CONARC DA	Installations are provided corrected feedback copies	-	3	3	3	Col (J) Data is reviewed by technical personnel familiar with installation operations p to forwarding. Col (L) A First Army Summary is prepa which provides management inform ion individual stations performance eq t other installations.
21. Review and forward (See Remarks).	Yes	No	No	DA - cy to CONARC	-	-	1	1	1	Col (J) This is a new requirement - No have been received to date. Repts will r approx 1 year to develop by experts in en mental field.
22. Assists in developing MCAR Program	Yes	No	No	DA - cy to CONARC	-	-	1	1	1	
23.	No	No	Yes	_	-	-	3	3	3	Col (J) Technical guidance required afte review is brought to attention of installat by letter.
24.	Yes	No	No	CONARC DA	Feedback Copy		3	3	3	

(r)

CONARC
Report Disposition

20 The Technical Data report covers functional data by AMS code for all RPMA activities. Data is consolidated at CONUSA and HQ CONARC with a review and analyses made of variations between installations of the major functional areas, i.e., heating, plumbing, electrical, etc. Consolidated CONARC report together with CONUSA consolidation and installation reports are forwarded to DA-DAEN-MCF (OCE) for further evaluation review and publication as the Facilties Engineer Annual Summary of Operations by FY.

21 Environmental Impact Statements are reviewed to insure complete guidance with PL 91-190, EO 11507, EPA guidelines and DOD and DA directives. All statements flow through DA, DOD to Council on Environmental Quality. Information copy is furnished EPA.

A copy of the inventory and stationing plan is maintained at CONARC and one copy is forwarded to OCAR. Primary user is OCAR, to justify programed MCAR projects. Report is an analysis of the adequacy of existing MCAR facilities; used at CONARC as a source of information for briefings, fact sheets and other related staff requirements.

23 Item of special review during CONARC staff visits.

24 A copy of CONUSA submissions for Real Property Maintenance Activities is received and consolidated for submission to DA. Feedback analyses is prepared for return to CONUSA indicating allowed cost reduction. Report provides cost reduction for current FY and projections for the next two FY's.

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSLOG Engr Div
DIVISION
BRANCH
SECTION

DATE OF INTERVIEW 19 Apr 72

FUNCTIONAL AREA(S) Engineer Division

NAME OF INDIVIDUAL CONTACTED Keller - Makholm

PHONE # 3202

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
25. Boiler Inspection Reports (Annual)		M	X	DFAE	AR 420-49 supplemented by 1A	No	No	No	Data reported by contractor Hartford Steam Boiler Inspection and Insurance Company reviewed. Items requiring corrective action become a matter for follow-up by 1A.
26. Average of 12 one-time repts processed annually. Generally directed by CONARC and DA									

CONUSA Survey (cont)

(j) Use	(k) Disposition Fwd	(l) Disposition Input	(m) Disposition Retained	(n) Disposition Fwd to	(o) Rpts to Inst	(o) Initiated by	(p) Personnel Rqmt	(p) Personnel Auth	(p) Personnel Actual	(q) Remarks
25. Reviews and pays contractor for service.	No	No	Yes	-	-	-	2	2	2	

	(r)	
	CONARC	
	Report Disposition	
7	Item of special review during CONARC staff visits.	

CONUSA SURVEY FORM

FUNCTIONAL AREA Office of Chief

POINT OF CONTACT Colonel McDonald

NAME OF OFFICE Engineer Division

TELEPHONE 2461

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Provides overall direction	ABCD EFG	1,2,3,4	1	1		Chief of Engr Div prorates efforts throughout the Division
Deputy Engr	ABCD EFG	1,2,3,4	1	1		Deputy, assists Div Chief.
Ind Engr (Special Studies)	ABCF	2,4	1	1		Industrial Engr conducts broad range of special studies related to improved RPMA.
Clerical	N/A	N/A	1	1		
Total			4	4		

A-VI-B

CONUSA SURVEY FORM

FUNCTIONAL AREA Administrative Branch

POINT OF CONTACT Mr. Keller

NAME OF OFFICE Engineer Division

TELEPHONE 2531

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Admin functions; personnel, travel, mail, process.	BC	NA	2	2		
Drafting	BC	NA	1	1		
Misc. Clerical	NA	NA	1	0		Vacancy authorized for hire.
Total			4	3		

A-VI-B-2

CONUSA SURVEY FORM

FUNCTIONAL AREA Programs and Management Branch

POINT OF CONTACT *Mr. Harris*

NAME OF OFFICE Engineer Division

TELEPHONE 3202

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Develop/justify Command Opg Budget and exercise staff supv over application of RPMA resources	A-B-C	2	2¼	2¼		Decides distr of Command Opg Budget and Approved Opg Budget dollar guidance, Budget Exec Review Fu Adjustments, assignment of MRPF Floors, allocatio of Command Reserves and interim and year-end func adjustments. 500 manhours of O/T and summer hir are utilized. This effort is not included in Col (e).
Develop Command Opg Program and conduct Review/ Analysis of mission performance and recurring Engr Rpts.	B-C	2	1¼	1¼		200 manhours of O/T and summer hire are utilized. This effort is not included in Col (e).
Coordinate technical review and approval of Engr Projects and Annual IA Project Programs (IA Reg 420-1).	A-B-C-D-E	2	2¼	2¼		Exercises approval authority delegated by COI RC AR 415-35 and AR 420-10. $300,000 M/R, $50,000 350 Manhours of O/T and summer hire are used. T effort is not included in Col (e).
Perform staff surveillance of DFAE work mng prog. Conduct annual and spec staff visits and provide technical assistance	D-E-G	2	1¼	1¼		
TOTAL	X	X	7*	7*		*Includes 1 clerical space.

CONUSA SURVEY FORM

FUNCTIONAL AREA Bldgs & Grds Branch (Office of the Chief)

POINT OF CONTACT Mr Peters

NAME OF OFFICE Engineer Division

TELEPHONE 2463

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Provides overall direction	A,B,C,D,E,F,G		1	1		Branch Chief prorates time throughout all activities in the Branch.
Technical assistance visits to installations relative to Land, Forest & Wildlife Management	A, G	2	.4	.4		
Technical assistance visits to installations relative to Entomology & Refuse Handling	A, G	2	.4	.4		
Provide guidance for implementation of Land Management Program.	A, D	2	.3	.3		
Review & edit Pest Control Summary Reports (DD Form 1532)	B	4	.3	.3		
Provide guidance for implementation of Fish & Wildlife Program.	A, D	2	.2	.2		
Provide guidance for implementation of Woodland Management Program.	A, D	2	.2	.2		

A-VI-B-4

CONUSA SURVEY FORM

FUNCTIONAL AREA Bldgs & Grds Branch (Office of the Chief)

POINT OF CONTACT Mr Peters

NAME OF OFFICE Engineer Division

TELEPHONE 2463

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Conduct Herbicide Trng	A, D	2	.2	.2		
Train & certify Pest Controllers	A, D	2	.1	.1		
Preparation of regs & other published guidance relative to Entomology.	D, E	2	.1	.1		
Review of installation prepared projects for maintenance & repair and construction	A, B, D		.1	.1		Decision at CONUSA for M&R projects between $30,000 & $300,000 funded cost. (Below $30,000, decision at installation. Over $300,000, decision at DA. Decisi at CONUSA for construction projects less than $[illegible].00 Decision at DA for projects from $50,000 to $[illegible].00
Review & provice tech comments relative to MCA Projects.	B, D	4	.1	.1		
Review & revision of Invitation for Bid for Refuse Handling Contracts.	A, B, D	2	.1	.1		
Review of installation manpower requirements for Land, Forest & Wildlife.	B, D	3	.1	.1		

A-VI-B-5

A-VI-B-6

CONUSA SURVEY FORM

FUNCTIONAL AREA Bldgs & Grds Branch (Office of the Chief)

POINT OF CONTACT Mr Peters

NAME OF OFFICE Engineer Division

TELEPHONE 2463

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Review of installation Timber Harvesting Operations.	A, D	2	.1	.1		
Train installation Foresters	A, D	2	.1	.1		
Advise District Engr. on Timber Sales Contracts.	A, B, D	4	.1	.1		
Preparations of Regs & other guidance relative to Land, Forest & Wild-life Management.	D. E	2	.1	.1		
Perform clerical & stenographic duties for the Branch.	B	NA	1.0	1.0		
Total			5	5		

CONUSA SURVEY FORM

FUNCTIONAL AREA Bldgs & Grds Branch (Structures Section)

POINT OF CONTACT Mr Peters

NAME OF OFFICE Engineer Division

TELEPHONE 2463

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Review, revision & redesign of installation prepared projects for maintenance & repair of Bldgs & Structures.	A, B, D	2	1.1	1.9		Decision at CONUSA for project between $30,000 and $300,000 funded cost. (Below $30,000, decision at installation. Over $300,000, decision at DA.)
Review, revision & redesign of installation prepared projects for construction at bldgs and structures.	A, B, D	2,3,4	.6	1.1		Decision at CONUSA for projects less than $50,000. Decision at DA for projects from $50,000 to $300,000
Review & revisions of Invitations for Bid for bldgs & structures projects.	A, B, D	2	.3	.5		Decision level same as for first two subfunctions ab
Staff Visit to installations	D, F, G	2	.2	.4		
Review & provide tech comments relative to bldgs & structures MCA Projects.	B, D	4	.2	.4		

A-VI-B-7

CONUSA SURVEY FORM

FUNCTIONAL AREA Bldgs & Grds Branch (Structures Section)

POINT OF CONTACT Mr Peters

NAME OF OFFICE Engineer Division

TELEPHONE 2463

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Technical assistance visits to installations	A,D	2	.2	.3		
Preparation of regs and other published guidance.	D, E	2	.1	.1		
Review Manpower requirements	B, D	3	.1	.1		
Review & revision of family housing feasibility studies & designs.	B, D	4	.1	.1		
Review & revision of Lease Agreements & Inter/Intra Service Agreements.	A, B, D	2	.1	.1		
			3.0	5.0 *		* Two spaces are non-supported (overstrength)

A-VI-B-8

CONUSA SURVEY FORM

FUNCTIONAL AREA Bldgs & Grds Br (Roads & Grds Section)

POINT OF CONTACT Mr Peters

NAME OF OFFICE Engineer Division

TELEPHONE 2463

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Review, revision & redesign of installation Prepared projects for maintenance & repair of roads, railroads and airfields.	A, B, D	2	.7	1.1		Decision at CONUSA for projects between $30,000 and $300,000 funded cost. (Below $30,000, decision at installation. Over $300,000, decision at DA.)
Review, revision & redesign of installation prepared projects for construction of roads, railroads & airfields.	A, B, D	2,3,4	.5	.7		Decision at CONUSA for projects less than $50,000. Decision at DA for projects from $50,000 to $300,000
Staff visits to instls.	D, F, G	2	.2	.3		
Review & provice tech comments relative to roads, railroads & airfields - MCA Projects.	B, D	4	.2	.3		
Review & revision of Invitations for Bids for roads, railroads & airfield projects.	A, B, D	2	.1	.2		Decision level same as for first two subfunctions above.

A-VI-B-9

CONUSA SURVEY FORM

FUNCTIONAL AREA Bldgs & Grds Br (Roads & Grds Section)

POINT OF CONTACT Mr Peters

NAME OF OFFICE Engineer Division

TELEPHONE 2463

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Technical assistance visit to installations	A, D	2	.1	.2		
Preparation of regs & other published guidance	D, E	2	.1	.1		
Provide guidance & review Invitation for Bid for Custodial Activities.	A, B, D	2	.1	.1		
			2.0	3.0 *		
						* One space is non-supported (overstrength)

A-VI-B-10

CONUSA SURVEY FORM

FUNCTIONAL AREA Installations & Planning Branch (Office of the Chief) POINT OF CONTACT Mr. Brown

NAME OF OFFICE Engineer Division TELEPHONE 2521

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Provides overall direction	A,B,C,D, E,F,G	1,2,3,4	1	1		Branch Chief prorates efforts throughout Branch
Clerical actions	NA	NA	1	1		Provides clerical assistance throughout Branch
Master Planning	A,B,C,D, E,F,G	1,2,4	1/4	3/4		Only approved and acceptable concepts are forwarded to higher headquarters
MOB Exercises	A	1,2	1/8	1/16		(1/2 space borrowed from Constr Req'mts)
Member of Planning Board	A,G	1,2	1/8	0		
IFS	B	1,2,4	0	1/32		BIS & Inventory Base Data is verified by Army
Exec Order 11508 Survey Team	A,B,C,D, G	1,2,3,4	0	3/8		Member Utilization Survey Team
Special Studies on Capability to meet Mission Requirements	A	1,2,3,4	1/4	1/4		Base closure studies; facility studies to accommodate change in missions or new missions
Conduct Staff Visit	A	2	1/4	1/32		Serves as Team Chief as well as member of team

CONUSA SURVEY FORM

FUNCTIONAL AREA Instl & Plng Branch (Office of the Chief) (Cont)

POINT OF CONTACT Mr. Brown

NAME OF OFFICE Engineer Division

TELEPHONE 2521

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Develop MCAR & MMCAR Programs	A,B,C,D, E,F,G	2,3,4	1	1½		This includes review of design preparation of Inventory & Stationing Plan Site Selection Surveys
Utilization Inspections	A,B,D,E, F		0	1½		This includes review of deviations in space utilization. Preparation of Utilization Rpt
Participate as member to State Res Forces Fac Board	B,D,E,G	2,4	0	0		Column (e) Negligible
Prepare Metro Plans	A,B,D,E, G	2,3,4	0	4*		Personnel utilized are on loan or on short tours of active duty (See attached comment)
Participate in US Army Advisors Orientation Course	A	2	0	0		This function is done quarterly requiring preparation & presentation of instructions Column (e) Negligible
TOTAL			4	6½*		

*Total in column (e) does not include the four personnel preparing Metro Plans.

MILITARY SPACES
INSTALLATIONS AND PLANNING BRANCH

As a result of new missions; i.e., Lease Management and Utilization EO 11508, diversion of personnel to support these missions without an increase in authorization resulted in nonsupport of certain functions in the I&P Branch.

Among these were metropolitan planning and utilization inspections in the areas.

By direction of DA, these metropolitan plans were directed to be made and submitted. This required temporary measures to prepare them in a short time. This was done by obtaining man day spaces available to the DCSRF and bringing on-board three Reserve officers for 60-day tours.

At the same time, a request was made to have four 90-day Reserve officers serve consecutively during FY 73 to keep these plans current.

Also, because of extremely heavy workload in GSA and OSD EO 11508 surveys, the command has obtained a captain from HQ Commandant to assist the Engineer in this area with indication that another captain is due into this Headquarters who will be permanently assigned to this branch; thus, the increase, at present, of four officers with a continued assignement of two into FY 73.

CONUSA SURVEY FORM

FUNCTIONAL AREA Installations & Planning Branch (Construction Requirements Sec) **POINT OF CONTACT** Mr. Eney

NAME OF OFFICE Engineer Division **TELEPHONE** 5642

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Develop MCA Program	A,B,C,D, E,G	1,2,3,4	1-3/4	1-3/4		Includes printout report CSGLD-594
Develop MCAR Program	A,B,C,D,E, G	2,3,4	2	0		Column (e) covered under Reserve Facilities
Develop MCAR (NG) Program	A,B,C,D, E,G	1,2,3,4	1/4	1/4		
Review DD Fm 1391	A,B	1,2	1/2	1/2		
Review Plans and Specifications	A,B,E	1,2	1/3	1/3		
Attend Final Inspections and Pre-design Conferences	A,E,F,G	1,2	1/2	1/3		
Environmental Protection	A,B,C,D	1,4	0	1/3		
Develop Protective Shelter Program	A,B,C,D E	1,2,3,4	2/3	0		
Clerk-Steno	NA	NA	1	1		
Total			7	4½*		*Total for Col (e) excludes ½ space included under Master Planning and 2 spaces under Reserve Fac

CONUSA SURVEY FORM

FUNCTIONAL AREA Instl & Plng Branch (Real Estate Section) **POINT OF CONTACT** Miss Wenski

NAME OF OFFICE Engineer Division **TELEPHONE** 4815

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Utilization of Mil Real Property						
EO 11508 Instl Util Survey Action	A,B,D,E, F,G	2,3,4		1-1/4		
Implementation & issuance of policies & directives	A,D,E	2	1-3/4	1/4		
Utilization Inspections	A,F,G	2		1/2		
Bach Hsg Utilization Reports	B	4		1/4		
Acquisition of Real Estate						
By lease or lessor interest	A,B,D	2	1/2	1/2		
In Fee	A,B	2,4	1/4	1/4		2 recommends, 4 approves
Maintenance of lease control file for budget purposes	A,B,C,D	2	1/4	1/4		Budget $2.3 million FY 72; Over 250 lease actions to date

591

A-VI-B-16

CONUSA SURVEY FORM

FUNCTIONAL AREA Instl & Plng Br (Real Estate Section)

POINT OF CONTACT Miss Wenski

NAME OF OFFICE Engineer Division

TELEPHONE 4815

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Disposal of Real Property						
Gov-owned Bldgs	A,B	1,2,4				Keep under $5,000; 4 certain types (par 22, AR 405-
Gov-owned Land	A,B	1,2,4	3/4	3/4		1 & 2 recommends; 4 approves
Leases or lessor interests	A,B	1,2				Process to District Engineer
Disposal of Bldg Rpts	B,C	3				CONARC Requirement
Management of Real Property						
Provides tech consultant service	A,D	2	1/2	1/2		
Develops policies & plans re retention of Army instl for missions & training require.	A,B	2,4	1/3	1/3		
Provides liaison with CONARC, DA & DOD re transfer & disposal of complete instal	A,B	2,3,4	1/3	1/3		

CONUSA SURVEY FORM

FUNCTIONAL AREA Instl & Plng Br (Real Estate Section)

POINT OF CONTACT Miss Wenski

NAME OF OFFICE Engineer Division

TELEPHONE 4815

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Outgranting of Real Property Short Term	A, B	1, 2	1/6	1/6		1 recommends; 2 approves and processes to District Engineer
Long Term and/or controversial	A, B	1, 2, 4				1 & 2 recommends; 4 approves
Retrocession of Legislative jurisdiction	A, B	1, 2, 4	1/6	1/6		
Allocation on non-industrial facs for mobilization	A, B, C	2, 4	1/6	1/6		2 makes allocation if OEP does not respond within 30 days
Annexation of mil instls by local gov't entities	A, B	2, 4	1/6	1/6		
Provide real estate data for Case studies, special projects, base closures, IFS	B, C, F	2, 3, 4	0	1/2		
Inventory of Mil Real Property	B, D	1, 2, 4	1/3	1/3		

A-VI-B-17

CONUSA SURVEY FORM

FUNCTIONAL AREA Instl & Plng Br (Real Estate Section) Con't **POINT OF CONTACT** Miss Wenski

NAME OF OFFICE Engineer Division **TELEPHONE** 4815

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
R&U Staff Visit Participation	G	2	1/3	1/3		(Overtime worked and donated (uncompensated) time - 160 hrs, 1/12 man
TOTAL			6	7*		*One space is nonsupported (overstrength)

CONUSA SURVEY FORM

FUNCTIONAL AREA Utilities Branch (Office of Chief)

POINT OF CONTACT KELLER

NAME OF OFFICE Engineer Division

TELEPHONE 2531

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Provides overall direction	A,B,C,D,E F,G	1,2,3,4	1	1		Branch Chief prorates efforts throughout Branch
Clerical actions	NA	NA	2	2		Provides clerical effort for entire Utilities Branch
Tech assistant to field - Design/operation/maint	A,D,F,G	2	3/4	3/4		
Project review	A,B,D,G	2	1-1/8	1-1/8		
Special studies/staff reports	A,B	2	1/8	1/8		
Utilities contract review/guidance	A,B,D,F,G	2	1/4	1/4		
Field assistant - utilities contract negotiations	A,D,E,F,G	2	1/8	1/8		
Engineer & rates analysis studies	A,D	2	1/8	1/8		
Represent DA on NE JURB	A	2	1/8	1/8		

CONUSA SURVEY FORM

FUNCTIONAL AREA Utilities Branch (Office of Chief) **POINT OF CONTACT** KELLER

NAME OF OFFICE Engineer Division **TELEPHONE** 2531

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Special Reports - Conference Visit, negotiation	A,C,D,F	2	1/4	1/4		
Inter/Intra Service Spt Agreement Review	B,D,	2	1/8	1/8		
Total			6	6		

NOTE: One Career Trainee is assigned to Power Procurement activities. His efforts are not reflected in columns (d) or (e)

CONUSA SURVEY FORM

FUNCTIONAL AREA Utilities Branch (Mech Section)

POINT OF CONTACT Mr. Keller

NAME OF OFFICE Engineer Division

TELEPHONE 2531

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Tech assistance to field Des/Oper/Maint	A,D,F,G	2	1	1		
Solid Fuels	A,B,D,F, G	1,2	1/4	1/4		
Tech Data Rpt (DA 2788), R&U Analysis (DA 2869)	B,C,D	1,2	1/8	1/8		
Boiler Insp Program	A,B,C,D, G	1,2	1/8	1/8		
Boiler Treatment Prog	A,D,F	1,2	1/4	1/4		
Air Pollution Prog	A,B,C,D F	2	1/8	1/8		
Util Cons Prog	A,D,E,F, G	2	1/8	1/8		
Proj Review (OMA & MCA)	A,B,D,G	2	1/2	1/2		

CONUSA SURVEY FORM

FUNCTIONAL AREA Utilities Branch (Mech Section)

POINT OF CONTACT Mr. Keller

NAME OF OFFICE Engineer Division

TELEPHONE 2531

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
BEMAR Prog	A,D,F	2	1/8	1/8		
Corrosion Control	A,D,F,G	2	1/8	1/8		
Command Staff Spt Briefings/Reports	A,B	2	1/8	1/8		
Fuel Conversion Prog	A,B,D	2,3,4	1/8	1/8		
Total			3	3		

CONUSA SURVEY FORM

FUNCTIONAL AREA Utilities Branch (Electrical Section)

POINT OF CONTACT Mr. Keller

NAME OF OFFICE Engineer Division

TELEPHONE 2531/2532

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Tech assistance to field Des/Oper/Maint	A,D,F,G	2	1/8	1/8		
Special studies/ staff reports	A,B,C,D	2	1/4	1/4		
Proj review, OMA and MCA	A,B,D,G	2	1/2	1/2		
Util Conservation Prog	A,D,E,F, G	2	1/8	1/8		
Total			1	1		NOTE: One trainee (Elec Engr) is assigned to this functional area. His effort is not reflected in columns(d) and (e).

CONUSA SURVEY FORM

FUNCTIONAL AREA Utilities Branch (Sanitary Section) **POINT OF CONTACT** KELLER

NAME OF OFFICE Engineer Division **TELEPHONE** 2531/2532

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Technical Assistance (Field) Design/Operation/Maint	A,D,F,G	2	1/8	1/8		
Water Pollution Program	A,B,C,D,F	2	1/4	1/4		
Project Review-OMA, MCA	A,B,D,G	2	1/2	1/2		
Special Studies/ Reports	A,B,C,D	2	1/8	1/8		
Total			1	1		

CONUSA SURVEY FORM

FUNCTIONAL AREA Fire Prevention and Protection Branch

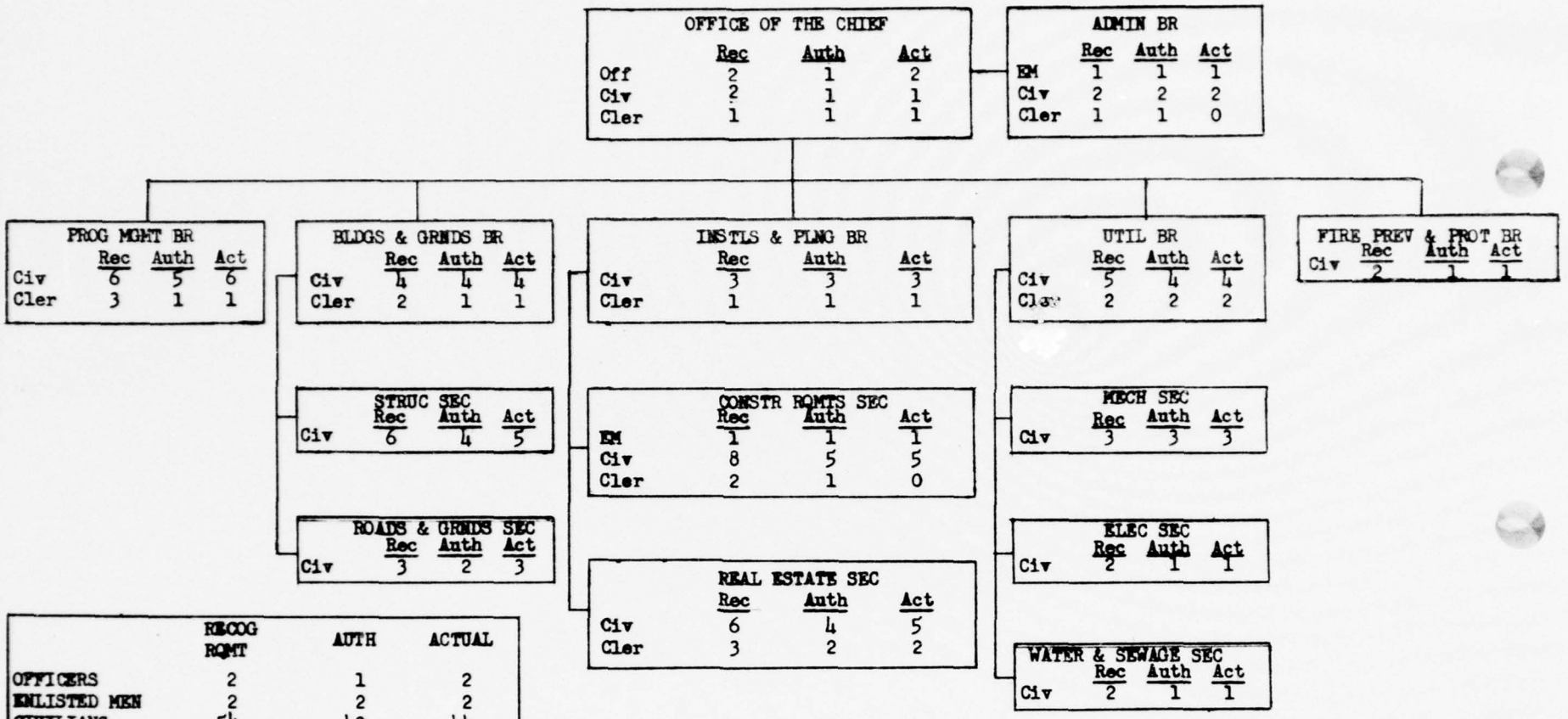
POINT OF CONTACT Mr. Hilsbos

NAME OF OFFICE Engineer Division

TELEPHONE 2501

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Inspections and investigations	A,B,C,D, F,G	2,3,4	1/4	1/4		NOTE: One Fire Prevention Engineer trainee is assigned to this Branch. The effort is not included in columns (d) and (e).
Project review	B,G	2,3,4	1/2	1/2		
Consulting Svcs, reports, etc.	A,B,D	2,3,4	1/4	1/4		
Total			1	1*		*This individual detailed from Buildings and Grounds Branch, Structures Section.

DCSLOG ENGINEER DIVISION



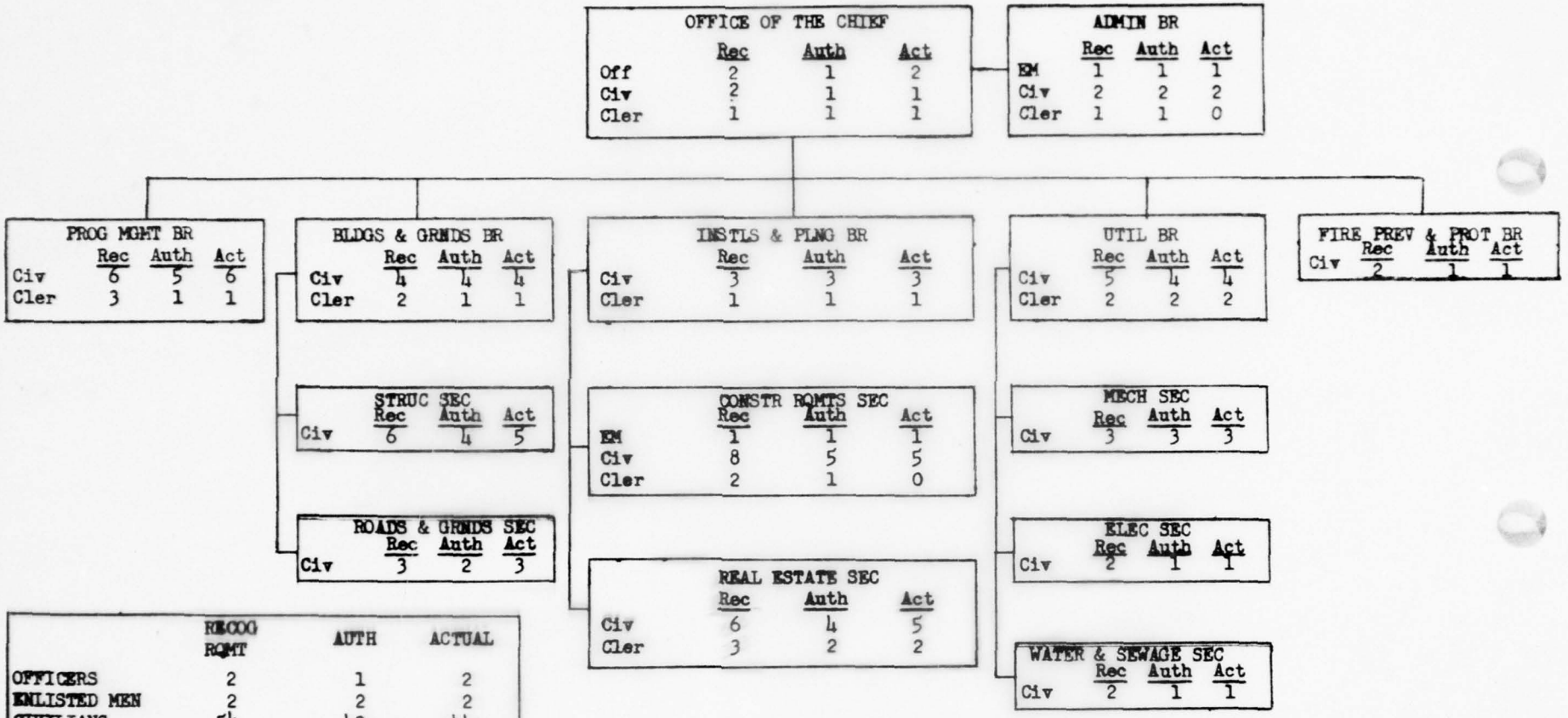
	RECOG RQMT	AUTH	ACTUAL
OFFICERS	2	1	2
ENLISTED MEN	2	2	2
CIVILIANS	54	40	44
CLERICAL	15	10	8
TOTAL	73	53*	56*

*Three positions nonsupported (overstrength)

NOTES: NOT INCLUDED IN THE ABOVE.

1. Three Engineer Trainees are currently assigned; two to Utilities Branch, one to Fire Prevention & Protection Branch.
2. Three officers are currently assigned to the Installations and Planning Branch for special studies.

DCSLOG ENGINEER DIVISION



	RECOG RQMT	AUTH	ACTUAL
OFFICERS	2	1	2
ENLISTED MEN	2	2	2
CIVILIANS	54	40	44
CLERICAL	15	10	8
TOTAL	73	53*	56*

*Three positions nonsupported (overstrength)

NOTES: NOT INCLUDED IN THE ABOVE.

1. Three Engineer Trainees are currently assigned; two to Utilities Branch, one to Fire Prevention & Protection Branch.
2. Three officers are currently assigned to the Installations and Planning Branch for special studies.

ENGINEER DIVISION

Provides engineering guidance and direction to 12 Class I Army installations, plus subinstallations, in 15 states in Northeast CONUS. Assists installations in development and implementation of real property maintenance programs in order to achieve maximum economy. Visits installations to review compliance with DA policies. Provides consulting services in management techniques and engineering disciplines, particularly where local expertise is not available. Assists installations in developing local master plans and mobilization plans. Provides technical review of projects for construction, repair and alteration of facilities and assigns project program priorities. Monitors cost and performance data and provides guidelines for orderly and equitable distribution of funds. Oversees the operation of utilities systems and negotiates, approves or forwards for higher review, contracts for purchase or sale of utilities services. Develops the MCA Program for the Command. Supervises the Fire Prevention and Protection Program. Provides guidance for specialized programs; i.e., entomology, land management, forestry, fish and wildlife, utilities conservation, and particularly the broad programs for air and water pollution abatement. Makes available specialized services in industrial, architectural, sanitary, electrical, civil, and mechanical engineering. Manages and/or monitors real estate activities including acquisition, disposal, and utilization. Establishes guidelines and assists in construction, programing, operation, and utilization of Army Reserve Centers for approximately 37% of CONUS total. Oversees engineer services for support of ARADCOM sites. Conducts and/or guides special studies for compliance with Executive Order 11508, as pertains to land use. Manages the real estate leasing program for the Command. Directs the Environmental Protection Program.

APPENDIX VII - PROCUREMENT

1. The survey of the Procurement Division DCSLOG confirmed the analysis conducted during the Installation Management Survey. There will be a requirement for a procurement staff to perform the duties required by the Armed Services Procurement Regulations. A total of eight civilian personnel, possessing many years of operational experience, are presently performing the procurement management function for the FUSA.

2. Attached at Tab A are reports collection forms for the Procurement Division. All reports are manual and have been assigned a Reports Control Symbol. Of the 15 reports, 13 are required by DA or higher authority.

3. Attached at Tab B are the survey forms. Discussions and actual observations revealed that the Procurement Division performs in an active role as the head of procuring activity (HPA). In this role, they work very closely with the Staff Judge Advocate to insure that all major contractual actions are legally sufficient. The division is also very active in the management of the overall FUSA procurement program.

4. Attached at Tab C is a list of HPA actions that are not duplicated at higher levels. These are shown to identify the technical nature of the procurement function.

5. The reorganization will require a staff of eight to ten personnel at both D&T Command and Force Command to perform the functions required by Armed Services Procurement Regulation and Army Procurement Procedures. This consolidation and elimination of procurement management personnel at the CONUSA's should result in a savings of more than 15 personnel.

Tabs
A - Reports Collection Form
B - Functions Survey Form
C - Procurement Mission and Functions
D - HPA Peculiar Functions

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE HQS FIRST US ARMY DCSLOG
DIVISION PROCUREMENT
BRANCH
SECTION

DATE OF INTERVIEW 17 APR 1972

FUNCTIONAL AREA(S)

NAME OF INDIVIDUAL CONTACTED Mrs. Gardner

PHONE # 6402

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. Presolicitation Data on Proposed Procurement Actions (DA Form 1877)	SAOSA-72	X		Purch Off	APP-1-751	No	No	Yes	DA Required
2. Contractor in Difficulty Authorized Guaranteed Loans, Progress Payments or Advance Payments	OSD-1477	X		Purch Off	APP, Appendix B-216	No	No	Yes	ASD (I&L) Req
3. Extraordinary Contractual Actions to Facilitate the National Defense(P.L.85-804)	DD-I&L (A)597	X		H.P.A.	APP 17-5001	No	NO	Yes	ASA(I&L)
4. Report on letter Contracts Awarded, Definitized and Outstanding	DD-I&L (Q)-679	X		H.P.A.	APP 3-408. 50	No	No	No	OASA (I&L)
Report on Change Orders Awarded, Definitized & Outstanding	DD-I&L (Q)680	X		H.P.A.	APP 3-408. 52	No	No	No	OASA (I&L)
6. Monthly Summary of Procurement Actions (DD Form 1057)	AHABD-122	X		Purch Off	1A Ltr, AHABD-P, 10 Mar 72	Yes	No	Yes	Manag't Monitoring of $/Actions
7. Automated Procurement Procedures	ATLOG-354	X		Purch Off	Ltr,CONARC, ATLOG-P, 14 May 70	No	Yes	No	CONARC Required

A-VII-A

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1. Control of SBA/EU Participation	Yes	No	No	COMARC	None	None				
2. Recommendation & Monitoring	Yes	No	No	COMARC	None	None				
3. None	Yes	No	No	COMARC	None	FUSA None				
4. None	Yes	No Yes	No	COMARC	None	None				
5. None	Yes	No Yes	No	COMARC	None	None				
6. Statistical Info Planning	No	No	Yes	No	None	None				
7. Planning Auth'n	Yes	No Yes	No	COMARC	None	None				

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE HQS FIRST US ARMY DCSLOG
DIVISION PROCUREMENT
BRANCH
SECTION

DATE OF INTERVIEW 17 APR 1972

FUNCTIONAL AREA(S)

NAME OF INDIVIDUAL CONTACTED Mrs. Gardner

PHONE # 6402

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
8	Procurement Liaison Visit (CONARC Form 237-242R)	ATLOG-358	X		ATLOG-P	APP 1-401	No	Yes	No	CONARC Required
9.	Logistics Performance Measurement & Evaluation	DD-I&L (Q)964	X		Purch Off	AR 11-10, 20 Nov 70 App B-3	No	No	Yes	DA Required
10.	Individual Procurement Action Report (DD Form 350)	DD-I&L (M)1014	X		Purch Off	ASPR 21-100	No	No	Yes	DD Required
11.	Monthly Procurement Summary by Purch Off (DD Form 1057)	DD-I&L (M)1015	X		Purch Off	ASPR 21-200	No	No	No YES	DD Required
12.	Work Stoppage Report (DD Form 1507)	SAOSA-40	X		Purch Off	ASPR 12-101	No	No	Yes	DA Required
13.	Labor Standard Enforcement Report	SAOSA-41	X		Purch Off	ASPR 12-107	NO	No	No	DA Required
14.	Prior Clearance of Significant Contract Terminations	SAOSA-62	X		Purch Off	ASPR 8-202	No	No	No	DOD
15.	Report of Exchange/Sale Transactions	DD-I&L (a)1070	X		Purch Off	DOD Instruction 4160.1 dtd 23 Mar 71	No	No	Yes	DCSLOG-DA

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
8. Management	No	No	No	Purch Off	See (a) &(b)	COMARC				
9. Monitoring Price Competition	Yes	No Yes	No	COMARC	None	None				
10. Statistical Mgt	No	No	No	DA DCSLOG	None	None				
11. Statistical Mgt	No	No Yes	No	DA DCSLOG	None	None				
12. Advise of Impending Actual & End of Work Stoppage	Yes	No	No	COMARC	None	None				
13. Monitoring/ Planning	YES	No	No	COMARC	None	None				
14. Evaluate Area Impact	Yes	No	No	COMARC	None	None				
15. Maintain Record of Set-offs	Yes	No Yes	NO	COMARC	None	None				
							10	7	8	1 - Unsupported position I.A.W. 4 Feb 72 AHABC as implemented by DF,AHABA-C, dtd 5 Apr 72.

CONUSA SURVEY FORM

FUNCTIONAL AREA DSS06

NAME OF OFFICE Proc

POINT OF CONTACT MR SHERR

TELEPHONE 6401

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Develop policy & procedures to implement Procurement Regs	D, E	2	2	3-2/4		Issues procurement circulars; letters, etc. Reviews Installation Procurement Instructions and SOP's
2. Administrative & Contractual Reviews of Installation Proc Actions	A,D,E	2	3	3		Guidance provided to Installation Purchasing Offices by letter & telephone, including follow-up to assure compliance and co-ordination with technical support.
. Develop policy & procedures to implement DOD Small Business Program	A,D,E	2,3	1	1		Establishes Installation goals - Reviews DA 1877 - Provides Small Business Services - Attends Business Opportunity Conferences - Promotes minority bus[illegible] relationship
4. Compile statistics and reports	B,C,	2	1	2/4		Statistical information is used to provide in-put for briefing including quarterly review & analysis and determine trends.
5. Career Program Manager for Procurement. Career Field	A,B,D	2	2	1/4		Monitors trainee-intern program; assists in placement on completion of training; assists in obtaining space for required courses. Reviews performance appraisals of Careerists; develops & evaluates referral lists to fill vacancies.

CONUSA SURVEY FORM

FUNCTIONAL AREA 025106

NAME OF OFFICE PROC

POINT OF CONTACT MR SHERR

TELEPHONE 6401

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
6. Approve awards, disputes, mistakes in bid, protests, D&F, Claims, etc.	A,B,C,D	2,3,4	2	1		Guidance provided to Installations and CONUSA recommendations when actions are forwarded to higher headquarters. Includes co-ordination with Staff Judge Advocate
7. Processes Congressional, GAO, & higher headquarters inquiries.	B,C,D	4	2	2/4		Prepares interim and final reply for General Officer signature. Co-ordinates with SJA. Makes recommendations in forwarding file to higher headquarters.
8. Performs Procurement Reviews and Staff Visits	D,E,G	2	5	2		Includes annual visits to 14 installations 3 days, 2 people. Objectives include reviews of procurement operations, procedures, procurement responsiveness to customer requirements, compli with regulations; training personnel, grade and structure and progression. Overall management of procurement operation.
9. Extraordinary Contractual Actions to Facilitate the National Defense	A,B	2	2	1/4		Prepare Memorandum of Decision. Co-ordinate with Staff Judge Advocate. Forwards to ACAB.

HEAD OF PROCURING ACTIVITY ACTIONS
NOT DUPLICATED AT HIGHER LEVELS

PROCUREMENT DIVISION

1. Supervises the execution of FUSA procurement operations.

2. Serves as Career Program Manager for the civilian career program for procurement.

3. Develops policy and procedures to implement the Armed Services Procurement Regulation (ASPR), the Army Procurement Procedure (APP) and CONARC Procurement Instruction (CPI).

4. Performs administrative and contractual review of procurement actions issued by subordinate purchasing offices.

5. Develops policies and procedures implementing the DOD Small Business and Labor Surplus Area Program. Serves as the First US Army Small Business and Economic Utilization Advisor.

6. Compiles, maintains and reports procurement statistics.

7. Initiates and/or evaluates recommendations, deletions and modifications to ASPR, APP, CPI and 1A Suppl to CON Reg 715-1.

8. Supervises approval of contract awards; proposals for negotiated procurement; determinations and findings; claims; disputes; and mistakes in bids and protests against awards.

9. Prepares replies to Congressional inquiries, GAO, Governmental agencies, individuals, and business concerns regarding First US Army procurement operations and procedures.

10. Performs administrative and policy review of procurement instructions and internal SOP's issued by subordinate purchasing offices.

11. Performs staff visits to installation purchasing offices.

12. Conducts annual procurement conference for key installation procurement personnel.

84

List of procurement actions required to be taken by an HPA and which may be exercised for the HPA by the individual designated as the Principal Assistant Responsible for Procurement.

Type of Action	APP	Reference
Approval of one-time deviation from Army Procurement Procedure (APP) which affects only one contract or transaction	1-109.2(b)	
Approval for third or fourth extensions of contracts	1-350.4	
Approval of procurement in support of Southeast Asia (SEA)	1-403.55(a)(iii)	
Appointment and termination of appointment of contracting officers	1-405 (a)(iv)	
Appointment of Small Business and Economic Utilization Advisor	1-704.3(a)(i) (ASPR)	
Approval of Contracting Officer's determination of non-responsibility of a small business firm	1-705.4(c)(vi) (ASPR)	
Authority to approve the publication of advertisements, notices or proposals	1-5102(b)(i)	SAOAS-71-1 28 May 71
Authority to lease personal property under the control of the Department of the Army, for not more than five years, if it is considered to be in the public interest or will promote the national defense	1-5102(b)(iv)	SAOAS-71-6 5 Nov 70
Authority to contract for communications services for periods extending beyond a fiscal year, but not exceeding 10 years	1-5102(b)(v)	SAOAS-71-7 8 May 71
Approval to enter into contracts between the Government and its employees	1-302.6 (ASPR)	

List of procurement actions required to be taken by an HPA and which may be exercised for the HPA by the individual designated as the Principal Assistant Responsible for Procurement (Continued)

Type of Action	APP	Reference
Authority to deny requests for contractual adjustment, to approve requests in mistake and informal commitment cases not in excess of $50,000, and to refer requests to the Army Contract Adjustment Board	1-5102(b)(vi)	SAOAS-67-8 28 Oct 66
Approve the purchase of foreign products ($10,000 or less)	6-103.2c(iii) (ASPR)	
Approval of overtime premiums in certain cost-reimbursement type contracts	12-102.4	
Approve use of reproducible masters of procurement forms not stocked by Adjutant General Publications Centers	16-5003	
Approval of Contracting Officer's determination of non-responsibility of a small business firm	1-705.4(c)(vi)	
Authority to contract for Stenographic Reporting Services during FY 72 at hearings in connection with agency Civil Service appeals and grievances	DA Cir 715-2-2	
Approval of Proposed Awards of Formally Advertised Contracts $100,000 to $250,000 & Negotiated Contracts $10,000 to $250,000	CON Reg 715-1 1-450.1	
Approval to include in contracts the provision for Option to Extend the Term of the Contract	1A Cir 715-22	
Authorize installations to establish Boards of Award	APP 1-450.2	

APPENDIX VIII - PLANS AND OPERATIONS

1. The Plans and Operations Division of DCSLOG provides principal assistance to the Command Logistics Readiness Officer (the DCSLOG) to implement the Logistics Readiness Program (AR 11-14). The division develops and coordinates supporting logistical plans and the logistics portions of command war defense, civil defense, mobilization, survival measures, and other emergency, special and contingency plans, and reviews plans of higher, lower and adjacent headquarters (including other services where appropriate) to insure continuity and adequacy of logistical support. Supervises the logistical implementation of plans and develops logistic objectives and procedures and coordinates logistical support of maneuvers, field exercises, command post exercises and special operations. Coordinates missions assigned to the 22d Field Army Support Command and administrative and logistical support of LOGEX. Coordinates the DCSLOG Mobilization Designee program and coordinates support planning and logistical activities including annual training of Reserve Components. Coordinates logistical actions and correspondence of an operational nature involving two or more DCSLOG divisions. Coordinates administrative and logistical matters pertaining to the Safeguard ABM Program. The division has a recognized manpower requirement of 23, an authorized strength of 19, and 20 personnel currently on hand. The division is composed of three branches: Plans, Operations, and Logistics Readiness.

2. P&O Division is the intermediate activity in logistical planning and operational logistical matters between higher headquarters at CONARC and DA, and subordinate Active Army and Reserve Component installations and activities. It is the principal staff element within FUSA for logistics readiness matters. The division responds to direction and requirements from CONARC and tasks, assists, supports, and supervises FUSA subordinate elements. It also coordinates logistical plans with adjacent headquarters including other services to insure continuity and adequacy of logistical support in any matter crossing boundaries. Manages eight recurring readiness reports (Appendix V, Annex K).

3. Installations/activities are tasked to provide supporting plans and logistical plan input and logistics readiness status information for Active Army and Reserve Components. During operations, a LOGSTAT (Logistics Status) Report may be required. CONUSA provides guidance and direction to installations/activities in the form of plans, directives, information letters, regulations and supplements to other regulations.

4. P&O Division provides CONARC with plans, readiness reports, and supporting management data as well as periodic liaison and inspection reports.

5. DA requirements are normally received through CONARC. CONARC then implements and provides guidance tailored to CONUSA capabilities. During operations (when AOC-EOC become active) directions or requests for information may come direct from DA with CONARC informed after the fact.

Tabs
A - Reports Collection Forms
B - CONUSA Survey Forms
C - Organization

A-VIII-A

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSLOG
DIVISION P&O
BRANCH Logistics Readiness
SECTION

DATE OF INTERVIEW 18 Apr 72

FUNCTIONAL AREA(S) Log Readiness

NAME OF INDIVIDUAL CONTACTED LTC Henderson

PHONE # 6053

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1.	Army automated unit readiness Reporting System(AAURRS) DA Form 2715 Series	CSGPO-323 ATOPS-116		X punch cards	Operations	AR220-1 CON Suppl 1 to AR 220-1 & 1A Suppl 1 to AR 220-1	NO	NO	YES	Correction of errors, om- mendations from Unit readiness of equip, consider ation of items in process of issue to Unit (PAR 2-9, sub jective judgement AR 220-1)
2.	Logistics Summary and Evaluation of Unit Readiness	CSGPO-265 (R3) ATOPS -39 (R-3)	X		DIO at Installation level	AR 220-1 Suppl by CONARC & 1A Suppl 1 to AR 220-1	NO	BO	YES	Installation Reports are reviewed and analyzed to prepare a command-wide repo
3.	STRAF Improvement Program Special Unit Readiness Report	SAOSA-109	X		Unit level with Installation DIO Supply Div assistance	CONARC ATLOG PO/LR Ltrs 26 May & 1 Oct 71, Subj same as Title	NO	YES	YES	Correction of errors, real- location of equip, consider tion of items in process of issue to unit.
4.	Deployment Readiness Report	CSGDO-23 (R-1) (MIN)	X		Operations	AR 220-10	NO	YES	YES	When reported equipment sho ages and repair parts are available by redistribution from lower priority units a reported army excess assets
5.	Automated Operational Readiness Reporting (REDOPS)	ATOPS-52 (R-1)(MIN) (Feeder for JCS 1052 & 1063)		X punch cards	Operations	AR 220-10 CON Suppl 1 to AR220-1 & CON/USARRED Reg 525-3	NO	YES	YES	When it is known that repor are inaccurate and/or in- complete.

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
Initiating redistribution actions, improve posture, management tools, monitor achievements, project poss. trends	YES	YES	NO	CONARC		DA	2	1	1	Staffing in (P) reflects those personnel dedicated to Reserve and active Army readiness as follows: Act. Army: Off 1, Civ 1 Res Army: Off - 1, Civ - 1
Input for 1A Command Summary Logistics evaluation, present prob. areas, portray readiness posture of this Command	YES	YES	NO	CONARC	NONE	DA	2	1	1	Reports 1 thru 5 reflect the Req of Off - abd Civ - 1. Reports 6 thru 8 reflect Off - 1 (same as Active Army) and a differ Civ - 1. This division of personnel staf ing compares to the current strength of t Logistics Readiness Branch -
Monitor achiev Mgmt tool, ident. unit & install & prob. areas.	YES	N	NO	DA DCSLOG AMC & CONARC		CONARC	2	1	1	
Monitor achiev. initiate re-distrib. actions, review for possible trends	YES	NO	NO	CONARC		DA	2	1	1	
Monitor achiev. insure accuracy initiate redis-trib. actions, review for poss. trends.	YES	YES	NO	CONARC		DA	2	1	1	

	Req.	Auth
Off	1	0
Civ	2	2
Civ (typist)	1	1
	4	3

CONUSA Survey (cont)

(r) CONARC Disposition		
1. RCS CSGPO-323 ATOPS - 116	-	CONARC DCSOPS is office of record. DCSLOG provides DCOPS comments and staff action within Logistics area of interest.
2. RCS CSGPO-265 (R3) ATOPS-39(R3)	-	Same as above.
3. RCS SAOSA-109	-	Received separately by CONARC DCSLOG, AMC and DA DCSLOG. CONARC takes necessary corrective action and provides required support to the units.
4. RCS CSGDO-23 (RI)	-	Same as 1. above.
5. RCS ATOPS-52 (RI) (Feeder for JCS 1052 & 1063)	-	Same as 1. above.

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSLOG
DIVISION P&O
BRANCH Logistics Readiness
SECTION

DATE OF INTERVIEW 18 Apr 72

FUNCTIONAL AREA(S) Log Readiness

NAME OF INDIVIDUAL CONTACTED LTC Henderson

PHONE # 6053

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
6.	Reserve Component Unit Readiness Report (DA Form 2841)	CSG PO-313	X		Unit training section (Gs/33)	AR 135-8 Suppl by CON & 1A Suppl 1 to AR 135-8	NO	NO	YES	Correction of errors, recommendations and justification in Sect E by Unit Commanders reallocation of resources, subjective judgement. Par 2-2g(1), AR 135-8.
7.	Reserve Component Equipment Readiness Improvement Plan	SAOSA-109 (R-1)	X		AC of S, G-4	DA ltrs 8 Jan 71, AGAO-KC, Subj: Equip. Readiness Improvement Plan (U) RCS SAUSA-109 & 17 Dec 71 DAAG-ASM & DAAR-LOG, Subj: same (R-1)	NO	YES	YES	This report is changed when assets are available for redistribution to fill repo shortages, when changes occ during 1A review and when errors are detected.
8.	Command Summary Evaluation of Reserve Component Unit Readiness	CSGPO-314	X		AC of S, G-3 at Major USAR Commands	AR 135-8, CON Suppl 1 & 1A Suppl 1 to AR 135-8	NO	NO	YES	MUSARC/State AG submissions of Summary Evaluation of reporting Units are used for input to 1A submission to CONARC.

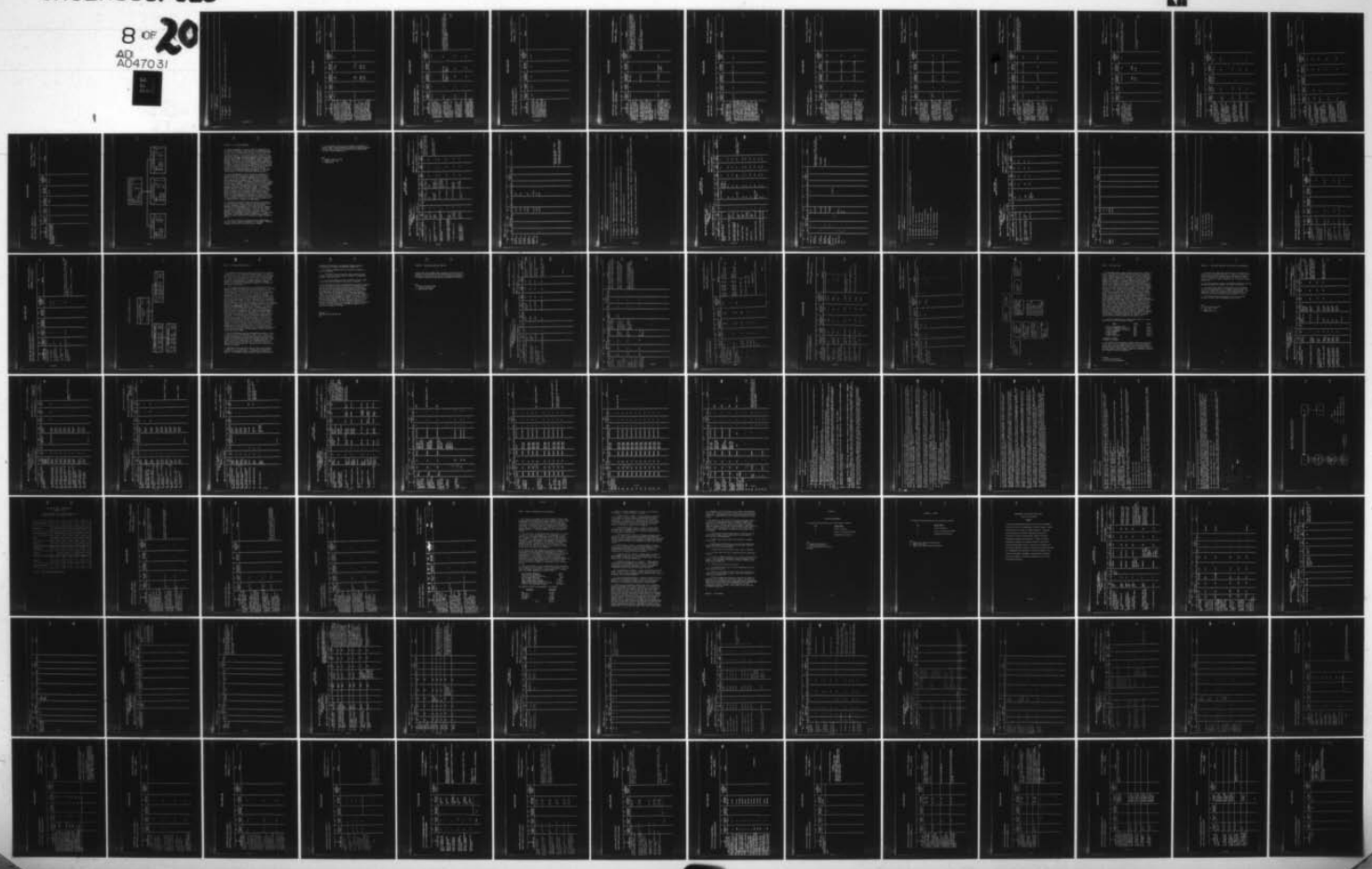
CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
Monitor Achiev. Mgmt tool for redistrib. act. review for poss. trends.	YES	YES	NO	CONARC		DA	2	1	1	
Monitor Achiev, initiate redis- t[illegible] trends, M[illegible] tool, identt. poss trends or problem areas.	YES	NO	NO	CONARC	NONE	DA	2	1	1	
Monitor achiev, determine act. taken by MUSARCs & detect poss. trends or prob.	YES	YES	NO	CONARC		DA	2	1	1	

AD-A047 031 OFFICE OF THE CHIEF OF STAFF (ARMY) WASHINGTON DC MA--ETC F/G 15/5
FUNCTIONAL STUDY OF CONUSA (CONTINENTAL U.S. ARMY) MANAGEMENT.(U)
MAY 72

UNCLASSIFIED

8 OF 20
AD
A047031



(r) CONARC Disposition		
6. RCS CSGPO-313	-	Same as 1 above.
7. RCS SAOSA-109 (R-1)	-	CONARC DCSLOG takes necessary staff action, consolidates and forwards to DA.
8. RCS CSGPO-314	-	Same as 1 above.

CONUSA SURVEY FORM

FUNCTIONAL AREA Plans and Operations Division

POINT OF CONTACT LTC Henderson

NAME OF OFFICE Office of the Chief, P&O

TELEPHONE 6053

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Directs, coordinates and supervises all logistic plans and logistic operations and functions of the Div; serves as the SAFEGUARD ABM coordinator for HQ First Army; serves as the principal assistant to the command Logistics Readiness Officer (the DCSLOG) to implement the Logistics Readiness Program; supervises assigned personnel.	A-D-E-G	2	1 Mil 1 Civ	1 Mil .5 Civ	2,3	Civilian space(s) shown are Secretarial/Clerical
2. Advises and assists the Division Chief and acts for him in his absence; assures that policies dictated by the Chief are implemented; furnishes professional guidance to the branches with respect to the accomplishment of branch functions; reviews important correspondence; establishes priorities.	A-D-E-G	2	1 Mil 1 Civ Total 2 Mil 2 Civ	1 Mil .5 Civ Total 2 Mil 1 Civ	2,3	Civilian space(s) shown are Secretarial/Clerical

A-VIII-B

CONUSA SURVEY FORM

FUNCTIONAL AREA Plans and Operations

POINT OF CONTACT LTC Henderson

NAME OF OFFICE Logistics Readiness Branch

TELEPHONE 6053

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Coordinates the preparation and review of unit and materiel readiness reporting instructions as they pertain to the Active Army and Army Reserve Units.	D-C-D-G	2	3	3	2,3	
2. Assures timely and accurate review of unit readiness reports submitted in accordance with the provisions of AR 135-8, AR 220-1 and AR 220-10.	B-C-D	2	(Included in 2 Action Off. Above)	(Included in 2 Action Off. Above)	2,3	of 3 authorized, 1 is Clerical; 2 are Action Officers who share equally in overall Function #1. 1 action officer specializes in Active Army Units, the other in USAR units.
3. Monitors actions to determine the cause of logistic readiness deterioration and to correct such conditions.	B-C-D	2	- DO-	-DO-	2,3	
4. Recommends corrective action when status of equipment availability and condition fall below established standards for mission accomplishment.	A-B-D-G	2	-DO-	-DO-	2,3	

CONUSA SURVEY FORM

FUNCTIONAL AREA Plans and Operations

POINT OF CONTACT LTC Henderson

NAME OF OFFICE Log Readiness - contd

TELEPHONE 6053

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
5. Provides summary of the status of the Logistics Readiness Program set forth in AR 11-14, thru evaluation of reports and other documents and correspondence pertaining to equipment availability, serviceability and deployability standards.	B-C	2-3-4	-DO-	-DO-	2,3,4	

CONUSA SURVEY FORM

FUNCTIONAL AREA Plans and Operations Division

POINT OF CONTACT LTC Henderson

NAME OF OFFICE Plans Branch

TELEPHONE 6053

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Develpps supporting logistical plans based on a thorough study and detailed review of plans, programs and other planning directives of higher headquarters.	B-C-D-G	2	See Total	2	2,3	Note: All action Personnel used interchangeably on all functions except MVA (Item 2h) and OEP/OCD Boards (Item 4). 1 space authorized is clerical and supports 6 action officer positions.
2. Develops supporting logistical plans, coordinates and reviews in detail the logistic portions of the command (war), defense, civil defense mobilization, survival measures and other emergency, special and contingency plans.			See Total	3		Covers primarily function #2, and subfunctions a through i, shown thereunder.
sub-functions a - i						
a. Coordinates and prepares logistics portions of DIDs for contingency plans, and provides logistic annexes for such plans to each installation having units on the troop list. Reviews the logistic portions of DIDs (cont'd)	B-C-D	2	See Total	(Included in Above)	2,3	

CONUSA SURVEY FORM

FUNCTIONAL AREA P&O Division

NAME OF OFFICE Plans Br

POINT OF CONTACT LTC Henderson

TELEPHONE 6053

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
and contingency plans at least annually to ensure currency; acts as CONARC planning agent as directed.						
b. Develops, coordinates, supervises and consolidates input for logistic plans and logistic portions of defense, civil defense, mobilization, survival measures, continuity of operations and other emergencies as required, to include appropriate changes and revisions thereto; advises higher headquarters, adjacent and subordinate Army Commands and other DOD and Departmental Agencies which require direct or indirect logistical support of First Army upon implementation.	B-C-D-E-G	2-3	See Total	See Total	2,3	
cont'd						

A-VIII-B-5

CONUSA SURVEY FORM

FUNCTIONAL AREA P&O Div

NAME OF OFFICE Plans Br - cont'd

POINT OF CONTACT LTC Henderson

TELEPHONE 6053

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
c. Coordinates the development, prepares and maintains current the DCSLOG checklist of emergency actions for accomplishing logistic responsibilities under defense readiness and emergency conditions; this includes Alternate Headquarters planning.	B-C-D-E-F-G	2	See Total	(Incl in above)	2,3	
d. As proponent branch, coordinates with and assists the Operations Branch, as required, during the execution of mobilization, emergency, disaster, survival, contingency and special plans or other operations.	D-F-G	2	See Total	(Incl. in above)	2.3	
e. Prepares and coordinates special plans and conducts studies(to include developing guidance and parameters); (Special studies are not limited in scope or subject cont'd	B-C-D E-G	2	See Total	(Incl in above)	2,3	

CONUSA SURVEY FORM

FUNCTIONAL AREA P&O Div

NAME OF OFFICE Plans Br - cont'd

POINT OF CONTACT LTC Henderson

TELEPHONE 6053

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
matter and include, but are not limited to USAR logistics support plans, USAR Aviation Support plans, detailed relocation/movement plans for major commands/ agencies.						
f. Reviews logistic plans of subordinate commands to insure that such plans conform to published guidance. Prepares and coordinates comments and recommendations to affect necessary changes.	B-C-D-F-G	2	See Total	(Incl in Above)	2,3	
g. Responsible for Li log-istics regulations in the area of Graves Registration, Damage Control, and Survey, Utilization, Marking and Stocking of Protective Shelters.	A-B-C-D	2	See Total	(Incl in above)	2,3,4	
cont'd						

CONUSA SURVEY FOR

FUNCTIONAL AREA P and O

NAME OF OFFICE Plans Br - cont'd

POINT OF CONTACT LTC Henderson

TELEPHONE 6053

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
h. Coordinates logistic aspects of the Modern Volunteer Army Program.	B-C-D-G	2-3-4	See Total	(Incl in Above)	2,3,4	Generally performed by one authorized officer, part time; with limited backup by others when primary action officer is not available.
i. Coordinates development and preparation of logistic portions of Case Studies and Justification Folders and other associated actions concerning base closures, relocations of la elements, as directed by DCSLOG.	B-C-D-G	2-3-4	See Total	(Incl in Above)	2,3,4	
3. Reviews plans of adjacent and subordinate Army Commands and those of appropriate Air Force and Navy Commands in the LA area to insure continuity and adequacy of logistical support. (Cont'd)	B-C	2-3-4	See Total	.90	2,3,4	

CONUSA SURVEY FORM

FUNCTIONAL AREA R&C

NAME OF OFFICE Plans Dr - cont'd

POINT OF CONTACT _____

TELEPHONE _____

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
4. Provides 1A DCSLOG representative to the Office of Emergency Preparedness Regional Preparedness Committee and the Office of Civil Denfense Regional Civil Defense Coordinating Boards.	D-C	2	See Total	.10	2, 3	Generally accomplished by one action officer with occasional back-up during absences.
			Total	Total		
			3 Mil 3 Civ	1 Mil 1 Civ		of total civilian authorized and utilized, 1 is clerical

CONUSA SURVEY FORM

FUNCTIONAL AREA Plans and Operations Division

POINT OF CONTACT LTC Henderson

NAME OF OFFICE Operations Branch

TELEPHONE 6053

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Supervises the implementation of war, defense, mobilization, emergency and special plans.	D	2-3-4	See Total	See Total	2,3,4	
2. Develops logistic objectives and procedures and coordinates logistical support of maneuvers, field exercises, command post exercises, and special operations.	A-B-C-D-E-G	2-3-4		DO	2,3,4	
a. Coordinates missions assigned to be performed by First Field Army Support Command.	A-B-C-D	2-3-4		DO	3	
4. Coordinates administrative and logistical support of LOGEX.	A-B-C-D-G	2-3-4		DO	3	
5. Coordinates DCSLOG Mobilization Designee Program.	B-C-D	2-3		DO	2,3	

CONUSA SURVEY FORM

FUNCTIONAL AREA Plans and Operations Division

POINT OF CONTACT LTC Henderson

NAME OF OFFICE Operations Branch (cont'd)

TELEPHONE 6053

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
6. Coordinates publication of the DCSLOG Information Letter.	B-C-D	2		DO	2,3	
7. Coordinates logistical service school requirements for DCSLOG personnel.	B-C-D	2-3		DO	2,3	
8. Coordinates support planning and logistical activities including annual training of Reserve Components.	B-C-D-C	2-3		DO	2,3	
9. Coordinates logistical actions and correspondence of an operational nature involving two or more DCSLOG divisions.	B-C-D	2		DO	2,3	
10. Prepares and presents the DCSLOG portions of all briefings containing material pertaining to the activities of two or more divisions, except the Quarterly Review and Analysis.	B-C-D	2		DO	2,3,4	

CONUSA SURVEY FORM

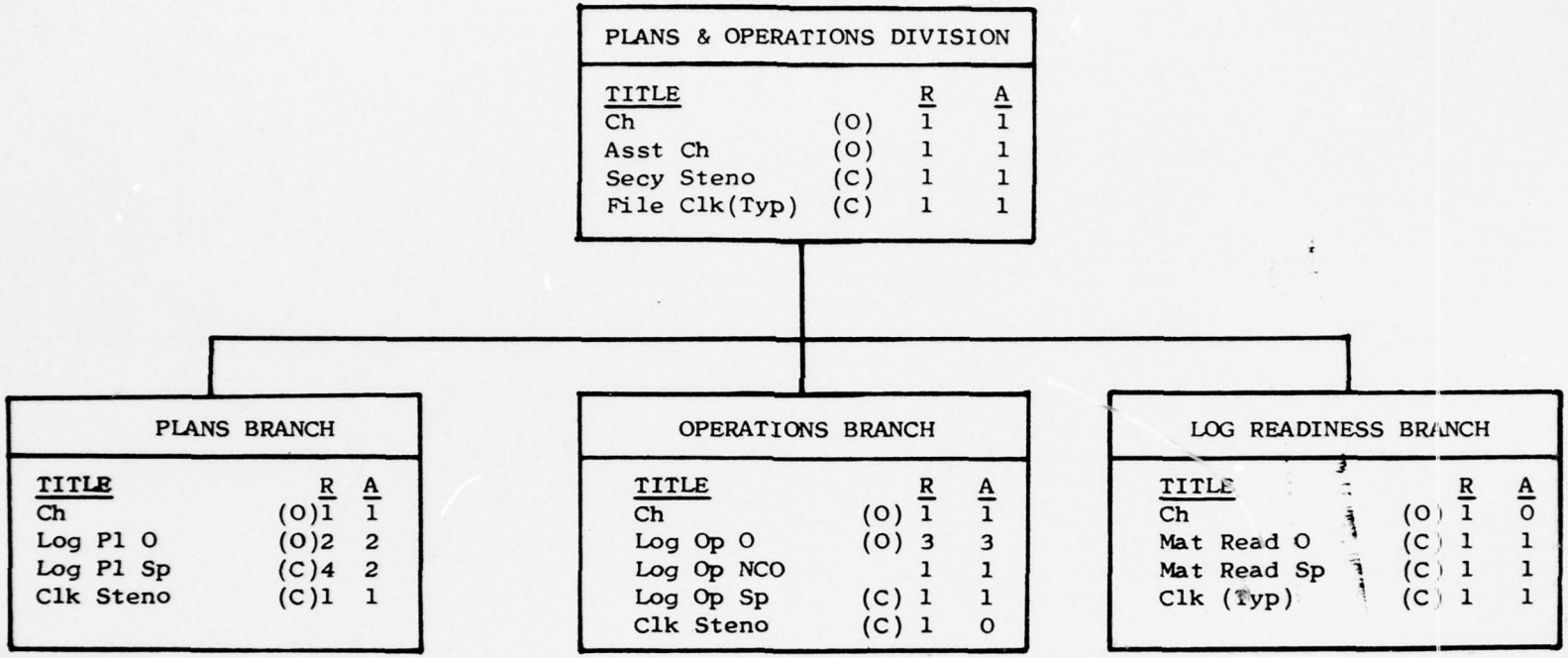
FUNCTIONAL AREA Plans & Ops

POINT OF CONTACT LTC Henderson

NAME OF OFFICE Operations Br (Cont'd)

TELEPHONE 6053

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
11. Coordinates administrative and logistical matters pertaining to the SAFEGUARD ABM Program.	B-C-D	2-3-4	Total 6	Total 6	2,3,4	


PLANS & OPERATIONS DIVISION
TITLE R A
Ch (O) 1 1
Asst Ch (O) 1 1
Secy Steno (C) 1 1
File Clk(Typ) (C) 1 1
PLANS BRANCH
TITLE R A
Ch (O)1 1
Log Pl O (O)2 2
Log Pl Sp (C)4 2
Clk Steno (C)1 1
OPERATIONS BRANCH
TITLE R A
Ch (O) 1 1
Log Op O (O) 3 3
Log Op NCO 1 1
Log Op Sp (C) 1 1
Clk Steno (C) 1 0
LOG READINESS BRANCH
TITLE R A
Ch (O) 1 0
Mat Read O (C) 1 1
Mat Read Sp (C) 1 1
Clk (Typ) (C) 1 1

APPENDIX IX - LOGISTICS MANAGEMENT

1. Logistics Management Division of DCSLOG is responsible for supervising formulation of these parts of the Command Operating Program (COP) and Command Operating Budget (COB) for which DCSLOG is responsible, and coordinates distribution and management of resources applicable to the logistics area as reflected therein. Coordinates, develops, and prepares applicable portions of Budget Execution Review (BER), financial management reports, Commander's Narrative Analysis for the COB and quarterly review of logistics programs. Responsible for coordinating and staffing organization, manpower, and functions actions and management improvement actions for DCSLOG. Acts as DCSLOG primary representative on all matters of machine application including research and actions toward mechanization of logistical operations. Provides assistance to installations in developing installation logistic systems. The division has a recognized manpower requirement of 14, an authorized strength of 10, and 11 personnel currently on hand.

2. Logistics Management Division coordinates, supervises and finalizes management actions which involve other DCSLOG subelements and is the intermediate management activity between Active Army and Reserve Component installations/activities and higher headquarters at CONARC and DA. The division responds to direction and requirements from CONARC and tasks, assists, supports FUSA subordinate elements. It also deals with other staff elements of FUSA, CONARC, and field agencies of DA, such as the Logistics Doctrine, Systems and Readiness Agency (LDSRA) in determining management applications for logistics systems. This division normally prepares, in part or whole, information for 21 reports wherein the major effort is expended toward obtaining input and feeder information from subordinate and/or lateral elements; analyzing, consolidating and preparing within area of interest, reports to higher headquarters. Additionally, a major portion of effort is expended toward providing area of interest position input to other proponents of reports (e.g. Comptroller); however, this is normally done in a relatively informal manner.

3. Installations and other subordinate activities are tasked to provide logistical estimates, budget and financial support data and other management information which, when analyzed and assembled, provides management tools for FUSA and input segments for reporting to higher headquarters. CONUSA provides guidance and direction to installations/activities in the form of plans, programs, budget guidance, directives, information letters, regulations, and supplements to other regulations. The operational requirement of subordinate elements, especially with regard to logistical funding constraints, cause positive support response by CONUSA.

4. This Division normally coordinates reports, budget management and internal logistical management for the DCSLOG. Relatively minimal action is taken in direct support of CONARC.

211

5. DA requirements (other than quick reaction requirements or detailed logistical interchange with LDSRA) are normally received through CONARC. CONARC then implements and provides guidance tailored to CONUSA capabilities.

Tabs
A - Reports Collection Forms
B - CONUSA Survey Forms
C - Organization

212

A-IX-A

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSLOG
DIVISION Log-Mgmt
BRANCH
SECTION

DATE OF INTERVIEW 19 Apr 72

FUNCTIONAL AREA(S) Log-Mgmt Div

NAME OF INDIVIDUAL CONTACTED Mr. Bayer

PHONE # 677-6306/6307

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
Evaluation of CITA/CSS	Budget 1044	X		DIO-DFAE C&E, PM, MISO	AR 235-5 & Con Suppl 1	NO	NO	NO	Commercial-industrial type activities and contract support services (CITA/CSS)
Inventory of CITA	DD-I&L(M) 799	X		DIO	Ditto	NO	NO	NO	
Cost Reduction Program Area Summary	CSGLD-1613	X		All Staff Section	AR 11-70, CON Supp 1, 1A Supp 1	NO	NO	NO	May reject savings data submitted by Instl
Interservice/Inter Departmental Support Report	DD-DSA(SA) 150-S	X		DIO DCSCOMPT	AR 700-39 CON Reg 1-9 1A Reg 700-26	NO	NO	NO	
Interservice/Inter Departmental/ Intraservice Support Agreement	ATLOG-340	X		DIO DCSCOMPT	Con Reg 1-9	NO	NO	NO	
US Army Support of NASA	DD-DRE (SA)742	X		DIO DCSCOMPT	DOD DI8 5030.18	NO	NO	NO	
Request for Authority to Establish a Commercial-Industrial Activity	DD-I&L (AR) 733	X		DIO-DFAE, C&E, PM MIP	AR 235-5 Con Suppl 1	NO	NO	NO	

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
Mgt Tool Feeder Data		X		CONARC		*OMB		3		
Mgt Tool Feeder Data		X		CONARC		*OMB				
Mgt Tool Feeder Data		X		CONARC						
Mgt Tool Feeder Data		X		CONARC		DOD				
Mgt Tool Feeder Data		X		CONARC		CONARC				
Feeder Data		X		CONARC		DOD				
-	X			CONARC		*OMB				

*Office of Management & Budget (Executive Branch)

**11 Personnel, including overhead, function together in this area.

CONUSA Survey (cont)

(r) CONARC Disposition

1. RCS Budget 1044 - CONARC DCSLOG exercises approval/disapproval authority.

2. RCS DD-I & L (N) - CONARC DCSLOG uses as a management tool. Consolidates and forwards to DA .
   799

3. RCS CSGLD - 1613 - CONUSA reports are consolidated by cost reduction area and forwarded to DA.

4. RCS DD-DSA (SA) - CONARC is informational recipient only.
   150-S

5. RCS ATLOG 340 - Received by CONARC for use as a reference in installation planning and support matters. Not forwarded.

6. RCS DD-DRE - Received, consolidated and forwarded to DA semi-annually. Serves as a reference showing support provided NASA by CONUSA.
   (AR) 733

7. RCS DD-1 & L - These are "one of a kind" reports which are staffed and forwarded to DA.
   (AR) 733

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSLOG
DIVISION Log-Mgmt
BRANCH
SECTION

DATE OF INTERVIEW 19 Apr 72

FUNCTIONAL AREA(S) Log-Mgmt Div

NAME OF INDIVIDUAL CONTACTED Mr. Bayer

PHONE # 677-6306/6307

(a) Title/Name of Report	(b) RCS	(c) m	(c) s	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
Army Support of Dept of Labor Manpower Administration Program	DD-M 974	X		DIO DCSCOMPT	DA Ltr 11 Dec 69 DA Ltr 16 Dec 70	NO	NO	NO	
Command Operating Budget (COB)	ATCOM-105	X		DIO	N/A	N/A	N/A	N/A	
Procedures for Programming Effecting Program Changes	ATCOM-46	X		DIO	N/A	N/A	N/A	N/A	
Mgmt Improvement Program	ATCOM-101	X		DIO COMPT	N/A	NO	NO	YES	Accept, reject or revise proposed programs
Financial Mgmt Report	ATCOM-156	X		DIO	N/A	N/A	N/A	N/A	
User Changes Report	DD-COMP (A) 771	X		DIO	N/A	N/A	N/A	N/A	
Status of AOB	CSGLD 218	X		DIO	N/A	N/A	N/A	N/A	
Manpower Utilization Survey	CSFOR-76	X		DPSTLC COMPT DIO DFAE	N/A	N/A	N/A	N/A	
Key Installation Office Listing	DPC-5406	X		DIO	N/A	N/A	N/A	N/A	
Active Army Orgn'l Master List	DPC-1534	X		DIO	N/A	N/A	N/A	N/A	

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
Feeder Data		X		CONARC		DA				
Mgt Tool Feeder Data		X		DCSCOMPT						Feeder data for DCSCOMPT, the Staff Section responsible for the total report.
Mgt Tool Feeder Data	X			DCSCOMPT						Same remark
Mgt Tool Feeder Data		X		DCSCOMPT						Same remark
Mgt Tool Feeder Data		X		DCSCOMPT						" "
Mgt Tool			X			DCSCOMPT				
Mgt Tool			X							
Feeder Data	X			DCSOT						
Info	X			DPC						
Info	X			DPC						

CONUSA Survey (cont)

(r)
CONARC Disposition

1. RCS DD-M974 - Forwarded direct from installation to DA DCSPER. CONARC is information only
2. RCS ATCOM - 105 - Not received by DCSLOG.
3. RCS ATCOM - 46 - Same as above.
4. RCS ATCOM - 101 - Same as above.
5. RCS ATCOM - 156 - Same as above.
6. RCS DD-COMP (A)-771 - Not applicable.
7. RCS CSGLD 218 - Not applicable.
8. RCS CSFOR - 76 - Not received by DCSLOL.
9. RCS DPC - 5406 - Not applicable.
10. RCS DPS - 1534 - Not applicable.

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSLOG
DIVISION Log-Mgmt
BRANCH
SECTION

DATE OF INTERVIEW 19 Apr 72

FUNCTIONAL AREA(S) Log-Mgmt

NAME OF INDIVIDUAL CONTACTED Mr. Bayer

PHONE # 677-6306/6307

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
Reserve Organization Master List	DPC-2515	X		DIO	N/A	N/A	N/A	N/A	
USAR Unit Organization Master List	DPC-2560	X		DIO	N/A	N/A	N/A	N/A	
Review of Reports Preparing Agency Comments & Recommendations	CSCAP-140	X		COMPT	N/A	N/A	N/A	N/A	
Cert of Drug Abuse Program	MED 278	X		SURG DCSCOMPT DIO	N/A	N/A	N/A	N/A	

A-IX-A-7

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
INFO	X			DPC						
INFO	X			DPC						
FEEDER	X			DCSCOMP						
FEEDER	X			DCSCOMP						

(r)
CONARC Disposition

1. RCS DPC -2515 - Not applicable.
2. RCS DPC - 2560 - Not applicable.
3. RCS CSCAP - 140 - Not applicable.
4. RCS MED - 278 - Not applicable

CONUSA SURVEY FORM

FUNCTIONAL AREA LOGISTICS MANAGEMENT

POINT OF CONTACT Mr Bayer

NAME OF OFFICE LOGISTICS MANAGEMENT DIVISION

TELEPHONE 677-6306/6307

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Program and Budget	C,D,E	4	2	2*	4	*Includes serving on PBAC Working Committee
2. Intra & Inter-service Support Agreements and Satellizations	A,B,D,E	2			2,3	
3. Cost Reduction	B,C,D	1,4	3	3	1,2,3,4	
4. Commerical - Industrial Activities	B,C,D	4			4	
5. GAD, AGI, AAA Reports	B	2,4			2,3,4	
6. Suggestion Program	A,B,D	1,2,3,4			1,2,3,4	
7. Processes TDA's Schedules "X", personnel actions and reports	B,C,D	4			3,4	

CONUSA SURVEY FORM

FUNCTIONAL AREA LOGISTICS MANAGEMENT

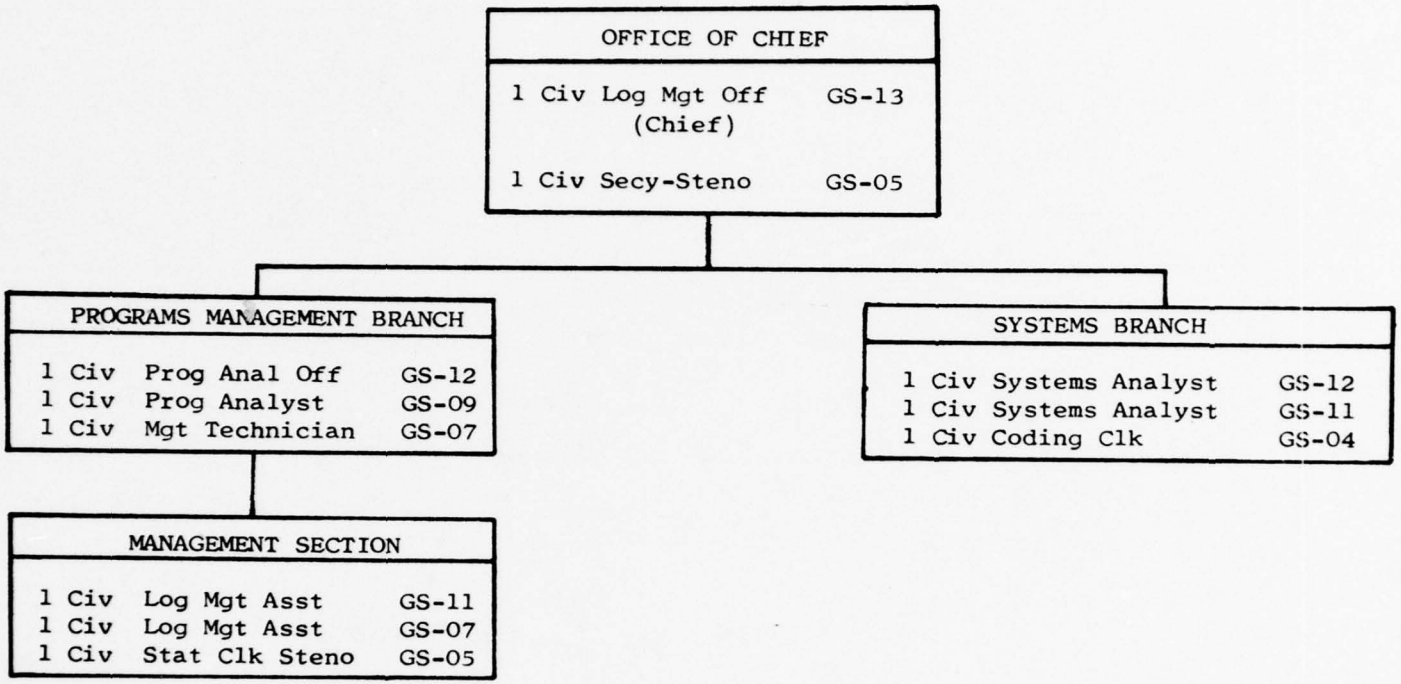
POINT OF CONTACT Mr. Bayer

NAME OF OFFICE LOGISTICS MANAGEMENT DIVISION

TELEPHONE 677-6306/6307

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
8. Log Off and NCOLP Program	B,C,D	4				
9. O&F Manual	C	2	1	1	1,2,3	
10. Scheduled & Unscheduled TDY - travel	C,D	1			1,2,3	
11. Reports Control Off	B,C	4			4	
12. Mechanization of Logistical Reports	A,D,E,F G	2,3,4	3	3	3,4	Major Command will assume unique applic to pending standardization of multi-command version. Total Strength - 11 (2 overhead)

LOGISTICS MANAGEMENT DIVISION



ANNEX B - MILITARY CONSTRUCTION ARMY

1. The Engineer Division of the Deputy Chief of Staff for Logistics is responsible for the construction program at FUSA. The Military Construction Army (MCA), Minor MCA, and the Operation and Maintenance Army (OMA) projects are handled by the Installation Planning Branch (4), Construction Requirements Section (7), and the Program Management Branch (7) (Tabs B and C). The MCAR program is currently monitored by the Reserve Facilities Officer, Installation Planning Branch and an Engineer and Construction Foreman in the Construction Requirement Section (Tab B).

2. The DA provides dollar guidance for the five-year construction program to CONARC, and CONARC provides the dollar guidance to the FUSA. FUSA actually prepares short-range construction guidance for the installations from a draft copy of the DA guidance. The dollar guidance is forwarded to the installations from FUSA with guidance as to emphasis to be placed in the various construction programs. The installations look at the new missions assigned and determine priorities for the five-year plan and apply dollar guidance to the current year or short-range program. FUSA is represented on the installation planning boards as a nonvoting member. The installations' five-year plan is submitted to FUSA. The FUSA conducts a review of the installation plans through an Installation Planning Review Board. This board consists of each major staff element on the FUSA staff. The DD 1391's, Military Construction Line Item Data, are received and priorities established, with the Commanding General of FUSA approving the program. The program is keypunched and transceived to CONARC where a similar priority review board is held. FUSA receives the CONARC's priorities list and notifies the installations to finalize the DD 1391, Military Construction Line Item Data, and prepares appropriate site plans. FUSA reviews the final installation submissions and forwards direct to DA. DA makes direct inquiry to FUSA as to the nature and requirement for the various projects during the finalization of the DA submission to DOD. Upon approval of the projects, the funding returns through OCE, Division, and District Engineer channels. The FUSA is involved with the installation and District Engineer during the preliminary construction review design, and the finalization of design and construction. The District Engineer notifies FUSA and the installation for final acceptance and inspection of the constructed project. The MCAR program is handled similarly, except OCAR replaces CONARC.

3. The FUSA establishes priorities and reviews the urgency of minor construction projects and forwards to CONARC. These projects return as funded from DA and the FUSA reviews and monitors. The decision at FUSA for maintenance and repair projects has been delegated from CONARC for projects between $30,000 and $300,000 funded cost. (Below $30,000, decision at installation, over $300,000, decision at DA). The decision authority also rests with the FUSA for construction (OMA) projects less than $50,000. (Decision at DA for projects from $50,000 to $300,000.)

4. The FUSA monitors four reports with all input being submitted to CONARC and on to DA (Tab A). A complete review of the reports submitted by the Engineer Division is contained in Appendix VI to Annex A. This Appendix likewise explains in detail the mission and

function of the branches of the Engineer Division currently performing MCA, Minor MCA, and OMA funded construction.

5. The following information has been collected in response to Form "C" statements:

a. The personnel and functions have been evaluated at FUSA and data collected for further analysis reference the management echelons. (EEA # 2 and #9)

b. The reports submitted through the CONUSA have been evaluated and data collected reference each report. (EEA #19)

6. The FUSA plays the role of technical reviewer, approval authority (within authorization limits) and evaluator of priorities in relation to the construction input received from the installations. The FUSA advises the installations as to projects to be finalized for urgent minor construction and OMA funded construction. The FUSA consolidates the Army projects by priority and forwards to CONARC for review and transmission to DA. The FUSA deals direct with DA once the projects have been determined valid for submission as part of the annual appropriation request. The CONUSA do not wait for CONARC dollar guidance but instead function from the draft DA input provided CONARC. The FUSA files minor construction projects and upon availability of funds (primarily yearend) FUSA notifies the installation of the requirement to issue the invitation for bids. The FUSA is primarily a reviewer and monitor of the construction program for the Army.

Appendix
I - Major MCA, Minor MCA, and OMA

APPENDIX I - MAJOR MCA, MINOR MCA, AND OMA

The MCA, Minor MCA, and OMA funded construction projects have been reviewed in Annex B narrative. Information at tabs is provided as backup data to support the narrative. The detailed discussion of the Engineer Division has been provided in Appendix VI to Annex A.

Tabs
A - Reports Collection Form
B - Functions Survey Form
C - Organizations Chart

726

CONUSA SURVEY

REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE _____

DIVISION Engineer

BRANCH Installations and Plans

SECTION Construction Req

DATE OF INTERVIEW 20 April

FUNCTIONAL AREA(S) MCA

NAME OF INDIVIDUAL CONTACTED Mr. Brown

PHONE # 2521

(a) Title/Name of Report	(b) RCS	(c) R	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC.	(h) Change	(i) Explanation
Minor MCA Projects Report	ATLOG 208	X	-	DFAE	CON Reg 415-35	No	Yes	Yes	Review and correct da reported.
MCA Program Reporting DA Forms 1390-1391	CSGLD 594	X	-	DFAE	AR 415-15	No	No	Yes	Reviews and establishe Army priorities.
MASTER Planning for Permanent Army Installations	ENG-126	X	-	DFAE	AR 210-20	No	No	No	Review and analyzes da submitted.
Inventory and Stationing Plan	CRES-117	X	-	1A	AR 140-178	No	No	No	DCSLOG Engr and DCSRF develop report.

B-1-A

TAB A

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
Reviews and corrects data reported.	Yes	Yes	No	CONARC	Corrected copy returned to instl	FUSA	1	1	1	Colm 1-Utilized periodically by Army to report funding and essential progress of approved projects.
Controls Army MCA program. Informs CG on status.	Yes	Yes	No	CONARC then DA	Resume of Army priorities forwarded to instl	FUSA	4	4	4	Colm J-Controls and updates MCA short - intermediate and long range construction programs.
Controls Master Planning to ensure compliance with reg.	Yes	No	No	CONARC DA	Army comments fed back to instl	-	3	3	3	Colm J-All FUSA Staff agencies are required to review program inso far as it has an effect on their staff responsibilities.
Assists in developing MCAR Progra	Yes	No	No	DA - cy to CONARC	-	-	1	1	1	

CONUSA SURVEY FORM

FUNCTIONAL AREA MCA

POINT OF CONTACT Mr. Brown

NAME OF OFFICE Engineer Div

TELEPHONE 2521

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Review of installation prepared projects for maintenance, repair and construction	A,D	2	.1	.1	2,3	Bldg and Gnd Br - Chief
			.6	1.1		Bldg and Gnd Br - Structure Sec
			.5	.7		Bldg and Gnd Br - Roads and Gnd Sec
Review and provide tech comments relative to MCA projects.	B,D	4	.1	.1		Bldg and Gnd Br - Chief
			.2	.4		Bldgs and Gnd Br - Structure Sec
			.2	.3	2,3	Bldgs and Gnd Br - Roads and Gnd Sect
" " "	A,B,C,D,E	2	2.25	2.25		Programs and Mgt Br
" " "	A,B,D,G	2	.5	.5		Utilities Br (Mech Sec)
" " "	A,B,D,C	2	.5	.5		" " (Elec Sec)
" " "	A,B,D,G	2	.5	.5		" " (Sanitation Sec)
" " "	B,G	2	.5	.5		Fire Prevention and Protection Branch

B-I-B

TAB B

B-I-B-2

CONUSA SURVEY FORM

FUNCTIONAL AREA MCA

POINT OF CONTACT Mr. Brown

NAME OF OFFICE Engineer Div

TELEPHONE 2521

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Master Planning	A,B,C,D	1,2,4	.25	.75	1,2,3,4	Instl and Plan Br Chief
Member of Planning Board	A,C	1,2	.125	0	1,2,3	" " "
Develop MCA & MCAR Programs	A,B,C,D E,F,G	2,3,4	1	1.5	1,3,4	" " "
Participates as member to State Res Forces Fac Bd	B,D,E,G	2,4	0	0	3,4	" " "
Develop MCA Program	A,B,C,D, E,G	1,2,3,4	1.75	1.75	1,2,3,4	Report CSGLD-594 Const Constr Req Sect
Develop MCAR Program	A,B,C,D,E G	2,3,4	2	0	1,3,4	Col(e) covered under Res Fac
Develop MCAR (NG) Program	A,B,C,D, E,G	1,2,3,4	.25	.25	1,3,4	Instl and Plan Br, Const Req Sec
Review DD Fm 1391	A, B	1,2	.50	.50	1,2,3	" " "

#51

CONUSA SURVEY FORM

FUNCTIONAL AREA MCA

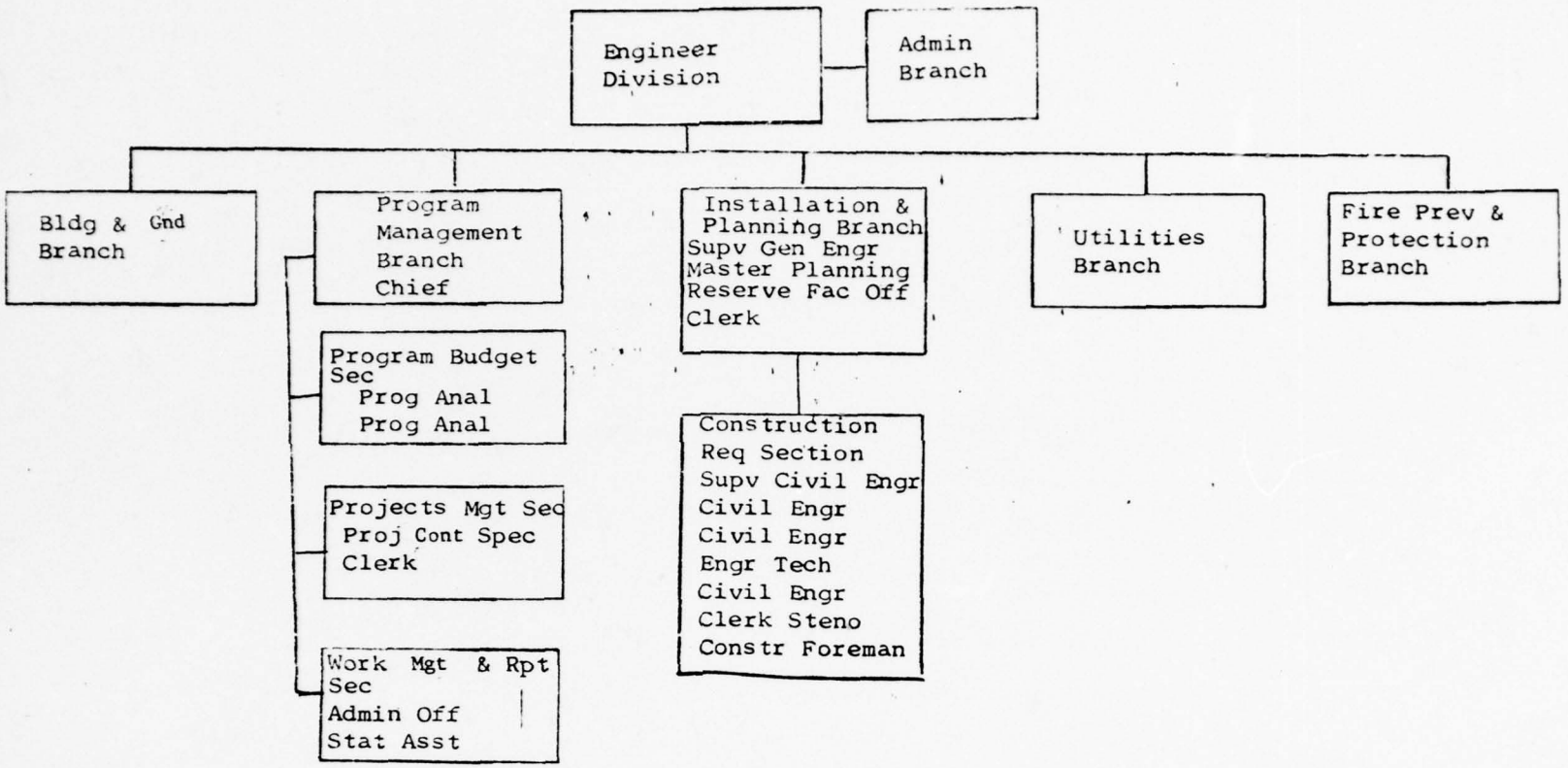
NAME OF OFFICE Engineer Div

POINT OF CONTACT Mr. Brown

TELEPHONE 2521

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Reviews plans and spec	A,B,E,	1,2	.50	.50	1,2,3	Instl and Plan Br, Const Req Sec
Attend final and inspection and predesign cont	A,E,F,G	1,2	.50	.33	1,2,3	" " " "

B-I-B-3


Engineer Division
Admin Branch
Bldg & Gnd Branch
Program Management Branch Chief
Program Budget Sec
Prog Anal
Prog Anal
Projects Mgt Sec
Proj Cont Spec
Clerk
Work Mgt & Rpt Sec
Admin Off
Stat Asst
Installation & Planning Branch
Supv Gen Engr
Master Planning
Reserve Fac Off
Clerk
Construction Req Section
Supv Civil Engr
Civil Engr
Civil Engr
Engr Tech
Civil Engr
Clerk Steno
Constr Foreman
Utilities Branch
Fire Prev & Protection Branch

B-I-C

TAB C

ANNEX C - ARMY STOCK FUND

1. The Management Branch, Supply Division, Deputy Chief of Staff for Logistics performs as Program Directorate and manages the Subhome Office, CONARC Division, of the Army Stock Fund. The Subhome Office reviews, evaluates, and revises installations' stock fund operating budget programs; conducts budget hearings of installations' budget programs; and defends and justifies installation budget programs at CONARC budget hearings. The CONARC operating budget program is prepared by the branch offices (installations) consolidated by the subhome office (CONUSA), and submitted to the home office (CONARC) prior to the target fiscal year and is the basic plan for operating the Army Stock Fund at each level of command. This budget statement reflects the status condition and anticipated use of stock funded inventories. It is also used to determine and control the amount of acquisition authority required to maintain authorized inventory levels. The Program Director at FUSA manages the subhome office of CONARC Division, Army Stock Fund, which includes managing and controlling supply programs and furnishes related logistical and supply management guidance to installations. The Budget Management Branch, Budget Division, Deputy Chief of Staff, Comptroller administers the Command Channel Stock Fund acquisition authorized for use by FUSA. The Accounts Office Branch, Finance and Accounting Division, Deputy Chief of Staff, Comptroller, receives, reconciles and processes Status of Fund reports including CONARC Division Army Stock Fund reports from branch offices; therefore, a flow of information must be maintained between the Deputy Chief of Staff for Logistics (DCSLOG) and Deputy Chief of Staff, Comptroller (DCSCOMPT). The financial reports related to the Stock Fund are prepared by DCSCOMPT, FUSA, based on installation submissions and forwarded to the home office (CONARC). Although the reports are financial in nature, the DCSLOG at both FUSA and CONARC are the primary users.

2. Personnel authorized at the subhome office (FUSA) for the performance of the Stock Fund mission follows:

	Title	Series	Grade
1	Chief of Management Branch	2010	GS-13 *
1	Inventory Management Specialist	2010	GS-12 *
4	Inventory Management Specialists	2010	GS-09 *
1	Clerk Stenographer	0312	GS-04 *
1	Budget Analyst	0560	GS-11 **
1	Budget Analyst	0560	GS-09 **
1	Finance Technician	0501	GS-09 **

* Assigned to DCSLOG
**Assigned to DCSCOMPT

3. The subhome office intermediate command between the installation (branch office) and the command (home office) is established due to the vastness of the stock fund operation or the distance involved between the home offices and its branch offices. Detailed statistics, recurring reports, flow of guidance, resource requirements, resources, and information flow are at Appendix I.

Appendix
I - Stock Fund Operations
and Historical Accomplishments

APPENDIX I - STOCK FUND OPERATIONS AND HISTORICAL ACCOMPLISHMENTS

1. DOD and DA have established financial report requirements for all divisions of the Army Stock Fund. In addition, the home office (CONARC) has established financial report requirements to manage stock fund operations. Recurring reports are listed at Tab A depicting authority for report, originator, use at subhome office, and disposition.

2. Stock Fund guidance, resource requirements, and Resource and Information/Reporting Flow are depicted on a flow chart at Tab B.

3. The subhome office (FUSA) is established due to the vastness of the stock fund operation or the distance involved between the home office (CONARC) and its branch offices (Installations). The historical activity of the subhome office (FUSA) Stock Fund is graphically portrayed by dollar amount and population at Tab C.

4. The Functions Survey Form employed by the Survey Team for personnel involved in each functional area is at Tab D.

Tabs
A - Reports Collection Form
B - Stock Fund Guidance
C - Stock Fund
D - CONUSA Survey Form

235

REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSLOG
DIVISION Supply
BRANCH Management
SECTION

DATE OF INTERVIEW 17 Apr 72

FUNCTIONAL AREA(S) Stock Fund

NAME OF INDIVIDUAL CONTACTED

PHONE # Miss Morrissey AUTOVON 923 X6206X6207X5933

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. ASF Management Report	CSGLD 1115(R5)	X	X	COMPT DIO Sup Div	AR 37-111 CON Reg 37-108 IA Reg 37-23	NO	NO	NO	(f) Consolidated and forwarde to CONARC. (g) Consolidated by CONA... and forwarded to DA.
2. Inventory Management Report	ATLOG 73 (SF/ PEMA)	X		DIO Sup Div	CON REG 700-1	NO	NO	NO	(g) Consolidated and converte to RCS CSGLD 1438 format, by CONARC, and forwarded to DA IAW AR 710-1 & AR 37-111
3. Stock Status of Mob Res Stocks (Project Code YWV) Quarterly	ATLOG 322	X		DIO Sup Div	CON REG 700-1	NO	NO	NO	
4. Stock Fund Budget (3XANN)	CSGLD 1111(R2)	X		COMPT	CON REG 11-10	NO	NO	NO	When CONUSA's aware of factor installations are not.
5. Worksheet for Computing credits/excess/disposition	CONARC 343-R	X		DIO	CON REG 11-10				
6. Worksheet for Computing credits/excess/disposition	CONARC 343-1-R	X		DIO	CON REG 11-10				
7. Worksheet for Computing credits/excess/disposition	CONARC 343-2-R	X		DIO	CON REG 11-10				

C-I-A

C-I-A-1

Incl 1

236

REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSLOG
DIVISION Supply
BRANCH
SECTION

DATE OF INTERVIEW 17 Apr 72

FUNCTIONAL AREA(S)

NAME OF INDIVIDUAL CONTACTED Mr. Slabine

PHONE # Miss Morrissey AUTOVON 923 X6206X6207X5933

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
8. Reimbursable Issues Statement 6.	CONARC 206-R CONARC 281-R DD COMPT	X		COMPT-BUD	CON REG 11-10	NO	NO	NO	
9. Analysis of net sales by materiel category. Statement 6.	CONARC 300-R	X		Installation	CON REG 11-10	NO	NO	NO	
10. Analysis of net sales by materiel category. Statement 6.	CONARC 300-1-R	X		"	CON REG 11-10	"	"	"	
11. Analysis of net sales by materiel category. Statement 6.	CONARC 300-2-R	X		"	CON REG 11-10	"	"	"	
12. Analysis of Surcharges and losses. Statement 7a.	CONARC 1X99-R	X		"	CON REG 11-10	"	"	"	
13. Analysis of Prepositioned War Reserve Deficiencies	CONARC 209-R	X		"	CON REG 11-10	"	"	"	CONARC considers as pa[illegible] f markup.
14. Analysis and Computation of Peacetime objectives Exhibit SF 2 (Retail)	CONARC 205-R	X		"	CON REG 11-10	"	"	"	
15. Inventory Status and Transaction Statement 4a.	CONARC 224-1-R	X		"	CON REG 11-10	"	"	"	
16. Operating budget Statement. Statement 5.	CONARC 204-R	X		"	CON REG 11-10	"	"	"	

C-I-A-2

C-I-A-2

REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSLOG
DIVISION Supply
BRANCH
SECTION

DATE OF INTERVIEW 17 Apr 72

FUNCTIONAL AREA(S) STOCK FUND

NAME OF INDIVIDUAL CONTACTED Mr. Slabine

PHONE # Miss Morrissey AUTOVON 923 X6206X6207X5933

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
17. Operating program summary by Materiel Category (Schedule X (Retail)	CONARC 200-R	X		Installation	CON REG 11-10	NO	NO	NO	
18. Statement 4 Modified Inventory and Transaction Statement CSGCLD IIII (R2)	CONARC 224-R	X		"	CON REG 11-10	"	"	"	
19. Exhibit SF-3 (Retail transaction from Stratification to Budget	CONARC 515-R	X		"	CON REG 11-10	NO	NO	NO	
20. Table III - Local Secondary Item Stratification	CONARC 565-R	X		"	CON REG 11-10	"	"	"	
21. Schedule 6 (Retail) analysis of Sales-Demands	CONARC 516-R	X		"	CON REG 11-10	"	"	"	
22. Schedule 3 Analysis of cash (Quarterly)	CONARC 208-1-R	X		"	CON REG 11-10	"	"	"	Prepared at CONARC by
23. Schedule 3 Analysis of cash (Monthly)	CONARC 208-R	X		"	CON REG 11-10	"	"	"	
24. Statement 3. Financial Program Objectives (OSD)	CONARC 514-R	X		"	CON REG 11-10	"	"	"	
25. Issue and Inventory Objectives Table E	CONARC 221-R	X		"	CON REG 11-10	"	"	"	Prepared at CONARC

C-I-A-3

C-I-A-3

REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSLOG
DIVISION Supply
BRANCH
SECTION

DATE OF INTERVIEW 17 Apr 72

FUNCTIONAL AREA(S) STOCK FUND

NAME OF INDIVIDUAL CONTACTED Mr. Slabine

PHONE #

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
26. Inventory replenishment Program (Table F)	CONARC 212-R	X		Installation	CON REG 11-10	NO	NO	NO	Prepared at CONARC
27. Worksheet for computing purchases at standard	CONARC 344-R	X		"	CON REG 11-10	"	"	"	
28. Worksheet for computing purchases at standard	CONARC 344-1-R	X		"	CON REG 11-10	"	"	"	
29. Worksheet for computing average military strength	CONARC 345-R	X		"	CON REG 11-10	"	"	"	
30. Command Operating Budget	ATCOM	X	X	"	CON REG	"	"	YES	(H) Correct errors or CONUSA has info; Installations do no
31. Budget Execution Review	ATCOM 105	X	X	"	CON REG 11-2	"	"	NO	(H) Corrections. CONUSA knows factors, not at installations.
32. Prior Year Report	PYR ATCOM 105	X	X	"	LTR CONARC dtd 16 Jun 71	"	"	"	

C-I-A-4

C-I-A-4

231

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSCOMPT
DIVISION Budget - Fin & AO
BRANCH Bud Mgmt - F&AO
SECTION

DATE OF INTERVIEW 17 Apr 72

FUNCTIONAL AREA(S) STOCK FUND

NAME OF INDIVIDUAL CONTACTED Mr. Lyle

PHONE # 6426/2429

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
33. Analysis of Cash Schedule 3 (CONARC 208-R 208-1-R)	CSGLD 1111(R2)	X		ASF-Branch Office	CON REG 11-10 (Appendix B)	NO	NO	YES	Forwarded to 1st Army ASF Sub home office by branch offices (15) with budget submissions. Reviewed, analyzed, corrected, consolidated and forwarded to CONARC with each Army stock fund budget as required.
34. Financial Program Objectives Statement (CONARC Form 514-R) ea	CSGLD	X		ASF Branch	CON REG 11-10 (Appendix B)	"	"	"	
35. General Ledger Trial Balance	ATCOM 77 (R3) Quarterly	X	X	FAO ASF Branch Office	CON REG 37-108 1A 37-23	Consol	Sent to CONARC	Log Bud Yes	MR. Kauffman 4008 Accounts Office F&AO
36. ASF Management Report	CSGLD 1115(R5) Monthly	X	X	CONARC	CON REG 37-108 1A 37-23	Consol	CONARC	Log Bud	
37. Narrative DD Compt 1032 Manual.	Monthly								
38. ASF Status of Funds	CSCAA 181 Monthly	X	X	ASF FAO	AR 37-152	Consol	FINSICOM & CONARC	Log Bud	
39. Reimbursable Issues Statement 6.	DD COMPT 1032 Quarterly	X		ASF FAO	CON REG	Consol Man type	CONARCto DCSLOG	Log Bud	
40. Post Closing Trial Balance	ATCOM 77 Quarterly	X	X	Branch	CON REG 1A 37-23	Consol	Sent to CONARC	Log Bud	

C-1-A-5

C-1-A-5

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1. Analytical Performance Comparison of each installation and total FUSA.	to CONARC	YES	NO	CONARC	ASG Mgmt Report RCS CSGLD 1115 (R5) Narrative explanation	Installation	6	6	6	NONE
2. Analytical Performance comparison of each installation and total FUSA.	to CONARC	YES	NO	CONARC	Inventory Management Report ATLOG 73 (SF/PEMA)	Installation	6	6	6	Inventory Management Report
3. Analysis comparison of each installation and total FUSA.	to CONARC	YES	NO	CONARC	Status Stock Mob Res stocks (Proj Code XWV) Qtr	Installation	6	6	6	None
4. Markup to installation.					Markup CON 211-R Table E CON 212-R Table F		6			
5. Facilitate budget preparation.			YES			Installation	6	6	6	
6. "		YES	YES			Installation	6	6	6	
7. "			YES			Installation	6	6	6	

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
8. Facilitate budget preparation.	CONARC	YES	NO	CONARC	Markup	Installation	6	6	6	
9. Supports breakout on Statement 6.	CONARC	YES	NO	CONARC	RCS CSGLD 1111 (R2)	Installation	6	6	6	
10. "	CONARC	YES	NO	CONARC	RCS CSGLD 1111 (R2)	Installation	6	6	6	
11. "	CONARC	YES	NO	CONARC	RCS CSGLD 1111 (R2)	Installation	6	6	6	
12. Analysis to past fiscal yr alt Qty Supports actual	CONARC	YES	NO	CONARC	RCS CSGLD 1111 (R2)	Installation	6	6	6	Qty - CONARC develops ATOM 77
13.	CONARC	YES	NO	CONARC	RCS CSGLD 1111 (R2)	Installation	6	6	6	
14. Basis for markup.	CONARC	YES	NO	CONARC	RCS CSGLD	Installation	6	6	6	
15. Provides info for markup	CONARC	YES	NO	CONARC	RCS CSGLD 1111 (R2)	Installation	6	6	6	CONARC does Qty 00676 from ATCOM
16. Develop requirements	CONARC	YES	NO	CONARC	RCS CSGLD 1111 (R2)	Installation	6	6	6	Table F follows same format represents AA requirements
17. Relationship of sales to AA requirement.	CONARC	YES	NO	CONARC	RCS CSGLD 1111 (R2)	Installation	6	6	6	

C-I-A-7

CONUSA Survey (cont)

	(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition						Personnel			
	Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
18.	Part of markup submitted by installation and Army after markup.	CONARC	YES	NO	CONARC	RCS CSGLD 1111 (R2)	Installation	6	6	6	
19.		CONARC	YES	NO	CONARC	RCS CSGLD 1111 (R2)	Installation	6	6	6	Used with DD 1438
20.		CONARC	YES	NO	CONARC	RCS CSGLD 1111 (R2)	Installation	6	6	6	
21.		CONARC	YES	NO	CONARC	RCS CSGLD 1111 (R2)	Installation	6	6	6	
22.		CONARC	YES	NO	CONARC	RCS CSGLD 1111 (R2)	Installation	6	6	6	
23.		CONARC	YES	NO	CONARC	RCS CSGLD 1111 (R2)	Installation	6	6	6	
24.		CONARC	YES	NO	CONARC	RCS CSGLD 1111 (R2)	Installation	6	6	6	
25.		CONARC	YES	NO	CONARC	RCS CSGLD 1111 (R2)	Installation	6	6	6	
26.		CONARC	YES	NO	CONARC	RCS CSGLD 1111 (R2)	Installation	6	6	6	
27.		CONARC	YES	NO	CONARC	RCS CSGLD 1111 (R2)	Installation	6	6	6	
28.		CONARC	YES	NO	CONARC	RCS CSGLD 1111 (R2)	Installation	6	6	6	

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
29.	CONARC	YES	NO	CONARC	RCS CSGLD 1111 (R2)	Installation	6	6	6	
30. Monitoring of accounts, comparison, briefing	CONARC	YES	NO	CONARC	Command operating Budget ATCIN 105	Installation	1	1	1	None
31. Monitoring of accts comparison Briefing	CONARC	YES	NO	CONARC	Budget Execution Review ATCOM 105	Installation	1	1	1	None
32. Installation comparison management briefing	CONARC	YES	NO	CONARC	Prior Year Report PYR ATCOM 105	Installation	1	1	1	None
33. Analyze cash positions, use as basis for cash distribution to 1A Br. offices	YES to CONARC	YES	NO	CONARC	N/A	N/A	2	2	2	BUD See Col I
34. Same	"	"	"	"	"	"	"	"	"	"
35.										
36.	Not Fwd	Consol	-	CONARC	-	-	2	2	2	These personnel are working in the Stock Fund Section of the Accounts Office Br F & AO Div, engaged in consolidation of Stock Fund Reports
37.	"	"	-	"			2	2	2	
38.	"	"		"			2	2	2	
39.	No	Consol	-	CONARC	-	-	2	2	2	
40.	"	"	-	"	-	-	2	2	2	

C-I-A-9

CONUSA Survey (cont)

(r)

CONARC Disposition

1. ASF Mgmt Report RCSCSGLD-1115 (R5)
   a. Measure progress attained toward end-of-period objectives.
   b. Basis for management decisions - adequacy of total program/programs of CONUSA; shift of funds/objectives between CONUSA; Basis for requesting additional funds or reduction in program.
   c. Basis for developing and revising sales program for stock fund budget to DA.

2. Inventory Management Report, RCS ATLOG-73.
   a. Used in establishing stratification of inventories onhand and due-ins.
   b. Basis for establishing end-of-period objectives by stratification (onhand, on order, and ship time) in stock fund budget process and basis for preparing mark-up to CONUSA
   c. Used in developing Stmt 4a, Inventory and Transaction Statement in Quarterly Stock Fund Analysis.
   d. Used in measuring progress toward attainment of objectives and reassessing or revising objectives by stratification.
   e. Basis for preparation of Quarterly Stratification Report of Secondary Items, RCS CSGLD-1438 (DA Form 1887-R) submitted to DA; AMC; and applicable NICP/ACMA, as required by AR 710-1 and AR 37-111.
   f. CONARC analyses CONUSA reports quarterly, using Inv. Management Check Sheet, Form ATLOG-179 and attachment, ATLOG 179-1, along with Stmt 7a, Analysis of Surcharges and Losses. Requests are furnished CONUSA in command letter with Forms ATLOG 179 and 179-1 forwarded as inclosures.

3. Stock Status of Mob Res Stocks, RCS ATLOG-322, not a stock fund report. Proponent: P&O Div, DCSLOG.

4. Stock Fund Budget. Worksheets, Forms 343-R; 343-1-R; 343-2-R. CONARC develops own. (CONUSA not required to submit worksheets to CONARC.)
5. Worksheets retained for reference purposes.
6.
7.

8. a. Budget Statement 6 RCSCSG D IIII (R2) - Reimbursable Issues: Retained as a part of CONUSA and CONARC Stock Fund Budget. Submitted to DA; OSD/OMB.
   b. Actual Statement 6 - Reimbursable Issues: Quarterly. Submitted to DA (DCSLOG) w/p AR 37-111 as part of quarterly analysis. Used by DCSCOMPT and LOG in analysis of progress toward end of year (or period) objectives; trends in sales by appropriation. Basis for making sales breakout in ensuring fiscal years.

9. Analysis of net sales Materiel Category. CONARC Forms 300-R; 300-1-R; 300-2-R. Provides Materiel Category break-out of Statement 6
10. sales data. Serves same purposes as described above except actual info for qtrly reporting not required. Used in budgeting process
11. for comparison of past year, fiscal year to date and budget year estimates. To DA in narrative portion of ASF budget.

(r)

CONARC Disposition

12. Analysis of Surcharges and Losses Statement 7a. CONARC Form 199-R.

a. Used to determine whether actual losses or gains sustained in stock fund operations and in which particular area of operations. Prepared quarterly from Gen Ledger Trial Balance RCS ATCOM-77 at CONARC for each Army and in total. Submitted to DA in the Qtrly Analysis of Stock Fund operations. Used in connection with the analysis of the CONUSA Inventory Management Reports, RCS ATLOG-73. (See note under that report), and as a basis for management and/or command action to correct deficiencies.

b. Used in Stock Fund Budget submission to provide analysis of budgeting data, i.e., has the budget been prepared so as to preclude gains or losses. Submitted to DA - OSD/OMB in SF budget. (As Stmt 5a)

13. Analysis of Prepositional War Reserve Deficiencies. CONARC Form 209-R. Submitted to DA - OSD/OMB SF Budget. Part of classified portion of budgeting process. Used in conjunction with ATLOG-73 report as a basis for providing mark-up of budget (establishing objectives). Used in budgetary process in preparing Statement 5, Operating Budgeting Statement. Used as basis for distributing Mobilization Reserve Acquisition authority to CONUSA.

14. Analysis of computation of Peacetime Objectives, exhibited SF2 (Retail). Submitted to DA - OSD/OMB as part of SF Budget. Used in the budget process for development of and for presentation of peacetime objectives, i.e., onhand, an order and ship time. (Based on data obtained from ATLOG-73, Inventory Management Report. Used in conjunction with ATLOG-73 for mark-up of program to CONUSA.

15. Inventory Status and Transaction Statement 4a, CONARC Form 224-1-R.

a. Used in SF budget process - submitted to DA - OSD/OMB. Provides an analysis of inventory transactions by stratification. Data supports entries on Statement 5, Operating Budget Statement. Used in preparing mark-up to CONUSA.

b. Actual Statement 4a prepared Quarterly at CONARC from Gen Ledger Trial Balance, RCS ATCOM-77. Part of Quarterly SF analysis. Actual to date compared with quarterly/end-of-year objectives.

16. Operating Budget Statement 5, CONARC Form 204-R.

a. SF Budget submitted to DA OSD/OMB. Provides summary information for determining procurement requirements for acquisition authority. Provides an analysis of stock fund financing for:

(1) Levels of materiel required to be onhand or on order to maintain supply actions.
(2) Issues (Sales.
(3) Materiel availability applicable to stated requirements.
(4) Stock fund procurement authority required to finance purchases to meet requirement deficiencies.

b. Used as basis for making distribution of peacetime acquisition authority to CONUSA.

(r)

CONARC Disposition

17. Operating Program Summary, Schedule X, CONARC Form 200-R. SF Budget - DA - OSD/OMB. Provides a program summary, net sales, acquisition authority, and ratio of obligations to sales, for each materiel category and consolidated. Analyze ASF Management Report against end-of-year objectives established in Schedule X.

18. Statement 4 (Modified) Inventory and Transaction Statement, CONARC Form 224-R. Program execution portion of stock fund budget processes submitted to CONARC in response to program mark-up. Used to measure performance. It is the installation's and CONUSA's determination (quarterly planning) of how they anticipate reaching the end-of-year objectives. (Used in conjunction with Schedule X, Analysis of Cash). Submitted to DA as Schedule 7.

19. Transition from Stratification to Budget, Exhibit SF-3 (Retail) CONARC Form 515-R. SF Budget Submission to DA - OSD/OMB. Provides a uniform presentation of the adjustments required to change the basic stratification tables to budgetary terms. Used with Table III setsforth total objectional requirements for materiel.

20. Table III, Local Secondary Item Stratification, CONARC Form 565-R. SF Budget Submission - DA - OSD/OMB. Provides dollar value summaries of asset stratification. (ATLOG-73/CSGLD-1438 Inventory Management/Secondary Item Stratification Reports provide basis for Table III.) Used in conjunction with Exhibit SF3.

21. Analysis of Sales/Demands, Schedule 6 (Retail), CONARC Form 516-R. Submitted to DA as part of SF budget (Not to OSD/OMB) Provides an analysis of estimated sales using actual past recurring demands as the base point from which to project planned changes for the apportionment year, using the estimates for the apportionment year as the base point to project planned changes for the budget year.

22. Schedule 3, Analysis of Cash, CONARC Form 208-1-R, by quarter. Submitted to DA (not to OSD/OMB) in SF budget submittion. Provides an analysis of the cash position of the stock fund and the status of receivable and liability accounts for determination of minimum operating cash requirements. Quarterly submission for three (3) FY's - Post - apportionment and budget years.

23. Schedule 3, Analysis of Cash, CONARC Form 208-R. Submitted by installation to CONUSA to CONARC from CONARC to DA. Program execution. Used to establish monthly planning of the program in response to mark-up. Used in conjunction with the Statement 4 (Modified) Inventory and Transaction Statement, in determining how the stock fund program is to be executed month-by-month and quarterly in reaching end-of-year objectives. Key estimates from Schedule 3 are entered into the monthly estimated lines, ASF Management Report, RCSCSGLD 1115 (R5) and are analyzed in connection with actual to date data.

(r)

CONARC Dispoosition

24. Financial Program Objectives, Statement 3a, CONARC Form 514-R. Submitted by CONARC to OSD/OMB in lieu of Schedule 3 (CONARC Form 208-1-R). Submitted by installations to CONUSA and CONUSA to CONARC in lieu of Schedule 3 (CONARC Form 208-1-R) provides cash analysis by Qtr in stock fund budget submission for past actual, apportionment year, and budget year.

25. Issue and Inventory Objectives, Table E, CONARC Form 211-R.
    a. Prepared by CONARC and furnished CONUSA.
    b. Prepared by CONUSA and furnished installations.

Following approval of ASF Budget end-of-year onhand and order and ship time objectives are established for each CONUSA.

26. Inventory Replenishment Program, Table F, CONARC Form 212-R.
    a. Prepared by CONARC and furnished CONUSA.
    b. Prepared by CONUSA and installations.

Following approval of ASF budget total fiscal year requirements are established for each CONUSA. Table F, along with Table E, becomes the approval command operating program of each CONUSA.

C-1-V-13

27. Worksheet for computing purchases at Standards, CONARC Form 344-R, and 344-1-R, Worksheet for computing average Military Strength,
28. CONARC Form 345-R. CONARC develops own. (CONUSA not required to submit worksheets to CONARC). Worksheets are for reference
29. purposes.

30. Not stock fund functional area.

31. Not stock fund functional area.

32. Not stock fund functional area.

33. Analysis of Cash, Schedule 3, disposition explained under LOG 4s.

34. Financial Program Objectives, Statement 3a, disposition explained under LOG 4t.

35. General Ledger Trial Balance, RCS ATCOM 77 (R3). Used by COMPT & LOG to prepare quarterly analysis of stock fund opns. Submitted to DA under LCS DD-COMPT(Q) 10032, 1033, and 676. Also, used extensively in LOG as basis for management actions, trends, etc., and basis for developing budgetary data..

(r)

CONARC Disposition

36. ASF Management Report, RCS 1115 (R5) disposition under LOG 1.

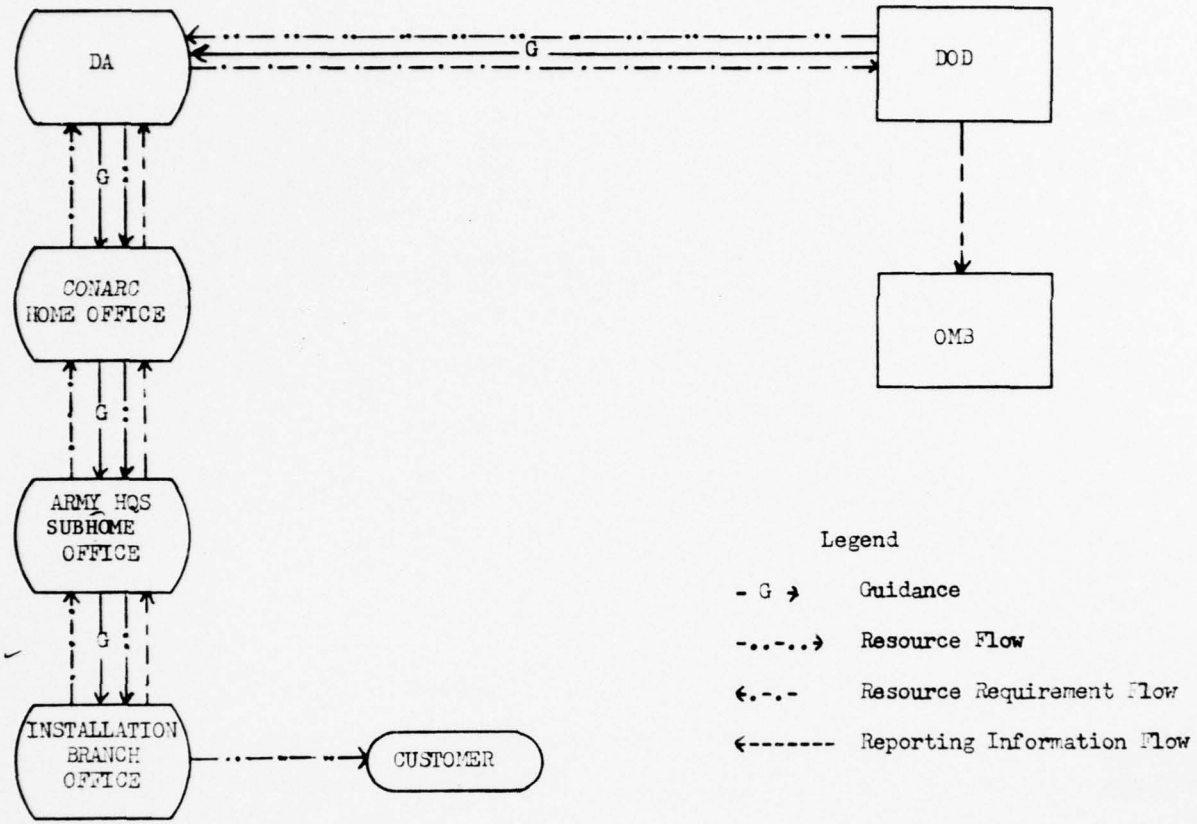
37. Narrative. Clarification: CON Reg 37-108 requires two separate narratives - one to support and analyze ASF Management Report RCS 1115 (R5) and is required monthly. This analysis is done at installation level, CONUSA level, as well as at CONARC. It is prescribed for home office reporting in AR 37-111. It is designed to enforce a critical review of operations with explanations of deviations from programs required. It is a management tool for all levels. Another narrative is required from installation branch offices quarterly under RCS DD-COMPT(Q) 1032. It provides detailed information to support entries in the Gen Ledger Trial Balance in GLA3004 and 3006 - capitalization and Decapitalizations.

38. Not received in LOG CONARC (CSAA-181 - Status of Funds - ASF)

39. Statement 6: LOG-4d (Statement 6 is a COMPT requirement.)

40. Post Closing Trial Balance - CON Reg 37-108 - COMPT requirement. "Annual submission (post closing) is used for control purposes at this headquarters (CONARC) and to insure proper preparation and closing of general ledgers at subhome and branch offices."

STOCK FUND GUIDANCE, RESOURCE REQUIREMENT
RESOURCE AND INFORMATION/REPORTING FLOW



HQ FIRST ARMY - STOCK FUND
SUBHOME OFFICE

HISTORICAL ACTIVITY OF STOCK FUND OPERATIONS BASED ON PERSONNEL, DOLLARS AND ORGANIZATION ELEMENT

Dollars in Thousands	1966	1967	1968	1969	1970	1971
Obligations	257667	309147	266285	263171	248834	245552
Acquisition Authority	257604	309147	266285	263207	248698	245555
Sales	237208	283945	281668	263161	261680	248807
Inventory	42414	54714	54133	54475	45546	43166
Population	1966	1967	1968	1969	1970	1971
Military	-	104205	169165	173950	131906	127310
Number	1966	1967	1968	1969	1970	1971
Stock Fund Branches	18	18	17	16	16	15

Source: FUSA: DCSLOG-Supply Division

C-1-D

CONUSA SURVEY FORM

FUNCTIONAL AREA Stock Fund

NAME OF OFFICE DCSLOG, Sup Div

POINT OF CONTACT Mgt Br, Sup Div

TELEPHONE 923-5933

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Furnishes Stock Fund Supply Management guidance to installation branches, supervises training programs and provides required orientation in CONARC Division ASF, techniques based on technical directives and program guidance received from the home office.	A,B,C,D,E	1,2,3	5	2	3	One person, reports clerk, GS-04, has been detailed to the Office of the Chief of the Branch since 9 Jan 72.
2. Correlates consumer fund guidance and stock fund acquisition authority guidance to help the program director develop issues and inventory programs.	A,B,C,D,E, F,G	1,2,3,4	5	5	3	Correlation of supply functions for item management related to dollar management.
3. Works with the Comptroller in developing and disseminating budget guidance, and participates in preparing operating budget programs for	A,B,C,D,E, F,G	1,2,3	5	5	3	

CONUSA SURVEY FORM

FUNCTIONAL AREA Stock Fund

POINT OF CONTACT Mgt Br, Sup Div

NAME OF OFFICE DCSLOG, Sup Div

TELEPHONE 923-5933

C-I-D-2

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
the CONARC Division, ASF, and developing the Supply portion of the overall operating program.						
4. Recommends to the Comptroller the distribution of Acquisition Authority to installation branch offices, based on established criteria Furnishes advice on proposed distribution of cash by the Comptroller.	A,B,C,D,E, F,G	1,2	5	5	3	
5. Furnishes necessary Stock Fund Supply Management data and analyses for inclusion in subhome office operating budget programs.	A,B,C,D,E, F,G	1,2,3	5	5	3	
6. Through review and analysis, determines capabilities of installation branch offices to meet consumer and mobilization reserve requirements.	A,B,C,D,E	1,2,3	5	2	3	Days of supply is identified with dollars by relating dollar demand over a stated period of time to the dollars in the RO requirement and actual on-hand and on order.

CONUSA SURVEY FORM

FUNCTIONAL AREA Stock Fund

POINT OF CONTACT Mgt Br, Sup Div

NAME OF OFFICE DCSLOG, Sup Div

TELEPHONE 923-5933

C-I-D-3

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
7. In coordination with the Comptroller, reviews and revises operating budget programs covering installation branch office operations, and participates in developing consolidated programs for submission to the home office for approval.	A,B,C,D,E, F,G	1,2,3	5	5	3	
8. In coordination with the Comptroller, develops plans, policies and procedures for reviewing and appraising performance, progress, program status, and trends against approved missions, programs and schedules.	A,B,C,D,E, F,G	1,2,3	5	5	3	
9. Participates in markup of annotated operating budget programs from the home office to facilitate distribution by the Comptroller of marked up programs to installation branches.	A,B,C,D,E, F,G	1,2	5	5	3	

C-1-D-4

CONUSA SURVEY FORM

FUNCTIONAL AREA Stock Fund

POINT OF CONTACT Mgt Br, Sup Div

NAME OF OFFICE DCSLOG, Sup Div

TELEPHONE 923-5933

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) DECISION POINT	(g) REMARKS
10. Conducts budget hearings of inatallation branch office rograms in coordination with he Comptroller and jointly efends with the Comptroller, rograms of the CONARC ivision, ASF, at the home udget hearings.	A,D,E	2	1	1	3	
11. Reviews monthly ASF anagement Reports (RCS CSGLD 1115 (R2)) and quarterly eneral Ledger Trial Balance (RCS ATCOM 77) from each ranch office, prepares nalyses and directs corrective ction in supply stock fund anagement.	A,B,C,D,E, F,G	1,2	5	5	3	
12. Reviews stock fund supply operations on a fiscal year to date basis (monthly). Determines, and takes necessary action directly with branch managers in resolving problem areas, provides guidance when necessary.	A,B,C,D,E	1,2,3,4,5	5	5	3	

ANNEX D - MEDICAL DEPARTMENT ACTIVITIES (MEDDAC)

1. The Office of the Surgeon, FUSA has the primary mission of providing professional medical advice to the commander, technical advice and assistance to the installation MEDDAC, and collection and evaluation of required data to assure that proper priorities are established for effective utilization of resources in all medical disciplines. The Surgeon serves as the Major Activity Director for Budget Program 84 and exercises operational control over the FUSA Medical Laboratory. A mission statement is part of the attached Appendix.

2. This office has a recognized personnel requirement of 56 spaces, is authorized 45, and has assigned 49. The overstrength of four spaces is in the Program and Management Branch and was directed by the Commander to conduct the Alcohol and Drug Abuse Control Program (ADACP). An organizational chart portraying the authorized strength by branch, is provided in the Appendix. The Army Medical Department (AMEDD) Procurement Activity (22 spaces) and FUSA Medical Laboratory (145 spaces) are not on the Surgeon's TD and therefore, are not shown on the chart; but he does exercise operational control over them for the commander.

3. As stated in the first paragraph, The Surgeon's Office is primarily concerned with the effective operations of the MEDDAC/ hospitals at the installations and subinstallations, to include the area support that they provide, and to advise the commander in medical matters. To accomplish this, there is extensive coordination and liaison with the installations/subinstallations and almost no contact with CONARC and DA. In the case of CONARC, this contact is limited to keeping them informed, and contact with TSG, DA occurs rarely, primarily to seek advice on very technical matters.

4. There are 11 MEDDAC in the FUSA area which are the true operators accomplishing the functions. Three of these MEDDAC (Forts Dix, Knox, and Belvoir) consume 50% of the operating funds. The magnitude of the MEDDAC operations is reflected below:

Daily Average Admissions	205.1
Daily Average Occupied Bed	1313
Percent of Average Beds Occupied	65.6%
Daily Average Live Birth	23.8
Daily Average Clinic Visits	10,745
Daily Average Dental Treatments	2717.8
Number of Spectacles Fabricated Per annum	140,740
Pounds of Food Inspected Per Annum	3½ billion

The population served by these MEDDACs is as follows:

CATEGORIES	POPULATION
Army	142,908
Navy/Marine	2,501
Air Force	4,457
Dependents	271,525
Retired	85,000
Total	506,391

5. Specific functional assignments, by branch, are portrayed in the Appendix. Generally, these are as follows:

a. Program Branch (3 spaces). Develops programs, provides related guidance to MEDDAC, assists in determining priorities to assure prompt and equitable distribution of funds, and monitors performance. In addition to his other duties, the Branch Chief is designated the Coordinator for the FUSA Alcohol and Drug Abuse Control Program (ADACP), and has been provided four additional personnel to manage the program for the commander.

b. Professional Services Branch (5 spaces). Provides advice and assistance to the MEDDAC relative to medical and physical standards, medical examinations, and exercises reviewing authority for compassionate transfers, etc.

c. Operations Branch (10 spaces). Prepares, processes, and/or supervises: plans for mobilization maneuvers and contingencies; training of active, Reserve, and National Guard AMEDD units; Army Blood Program; reserve applications for attendance at military and civilian courses; payments of claims; and assignments of absent sick responsibilities.

d. Dental Branch (3 spaces). Provides assistance to MEDDAC relative to all dental matters with particular emphasis on: advice on assignments/distribution of dental personnel; requests for civilian dental care; and evaluation of reports to assure most judicious use of liaison and staff visit efforts.

e. Veterinary Branch (3 spaces). Primary emphasis is assistance to MEDDAC in the areas of: sanitary inspections of food establishments; animal care program; liaison with federal and state agencies; and civil defense inspections.

f. Preventive Medicine Branch (3 spaces). Primary emphasis is in assistance to the MEDDACs in the areas of: evaluation and consultation to assure high rating of the health of the command; environmental surveillance; development of health programs; occupational health; and liaison with Safety officials.

g. Personnel Branch (5 spaces). Advises the Surgeon and assists MEDDACs in the areas of: personnel actions; manpower actions; and review of reports to make recommendations for the most effective use of personnel, and to increase readiness.

h. Supply and Maintenance Branch. Provides technical advice and assistance to the Surgeon and MEDDAC as related to logistics, with emphasis in: formal medical supply accounts; medical equipment maintenance and readiness; and disposition of excess materiel.

6. As stated in the Installation Report Forms A and C on Medical Logistics and MEDDAC, the 28 reports submitted to the CONUSA by the installation MEDDAC were reviewed. Some variances exist between what the MEDDAC say they report (28 each) and what FUSA Surgeon's Office receives (35 each). The increase was found to be: one Budget Report (RCS-1061) required by AR from hospitals at Forts Meade and Knox; one Personnel Status Report (ATPER 48) required by CONARC; one on Minutes of Therapeutic (no RCS) required by TSG, DA; and the remainder related to the Drug Abuse Program which is receiving increased attention. Also, it was determined that three reports identified by the installations are no longer received by FUSA since they have been rescinded by either Army Regulation or CONARC message. Four of the reports are retained by the Surgeon's Office for subsequent management uses, while the remaining are forwarded to higher headquarters. It was obvious that most of the reports received were

of no management use to FUSA; rather, they contain technical/statistical data of interest for medical research at TSG, DA and higher headquarters. The significant reports to the Army Surgeon are those related to: command health; status of medical equipment; and funds control.

7. The magnitude of the FUSA medical area/Reserves support mission is great and is performed through the installation MEDDAC: with technical assistance/review by FUSA, as required. FUSA General Orders attaches all off-post activities to a MEDDAC. The Reserve Component population in FUSA area is approximately 241,000 reservists, of which 108,000 are members of the USAR, or 42% of total CONUS authorizations. The following is indicative of the extent of this area support:

a. About 40,000 physical exams/reviews are conducted annually for retired EM (upper 3 grades), reservists (officers and EM), ROTC, and about 50 Congressionals.

b. Medical Stock Account inspections are made in accordance with AR 710-2.

c. Maintenance technical advice is provided to 11 MEDDAC: and 32 off-post satellites, 20 TOE medical units, 27 AFEES, 134 USAR medical units, and the FUSA Laboratory.

d. Processes about 16,000 medical claims a year ($2 million).

e. Processes about 560 4-year scholarship physical examinations annually.

f. Through the AMMED Procurement Activity, which it operationally controls, processes medical department officer procurements (less nurses). This encompasses the Reservist Program, volunteers, Early Commissioning Program, etc.

g. Provides dental care on an area basis.

h. In accordance with AR 40-5, conducts Comprehensive Environmental Engineering Surveys.

i. Assists in the conduct of about 3700 sanitary inspections of commercial food establishments annually; about 1500 inspections of civil defense shelters; etc.

j. FUSA has an aggressive program for effective utilization of reservists for the Annual Training Program. Rather than have these Reservists attend two-week active duty assignments at an installation, 50-80 percent of them perform duty assignments at hospitals/MEDDAC and thereby fully utilize their skills while assisting in accomplishing the hospitals' mission. This concept is also being used for weekend/evening duty.

Appendix I - FUSA MEDDAC

APPENDIX I

FIRST US ARMY MEDDACs

This appendix provides back-up data for the Annex as follows:

TAB	SUBJECT AREA
A	Survey of Reports
B	Survey of Functions Performed
C	Organization and Mission

Tabs
A - Reports Collection Form
B - Function Survey Form
C - Organization Chart and Mission Statement

APPENDIX I - MEDDAC

This appendix provides backup data for the Annex as follows:

TAB	SUBJECT AREA
A	Survey of Reports
B	Survey of Functions Performed
C	Organization and Mission

Tabs
A - CONUSA Survey Reports Collection Form
B - CONUSA Survey Form
C - Organization Chart and Mission Statement

HEADQUARTERS, FIRST UNITED STATES ARMY

OFFICE OF THE SURGEON

Mission

Provides professional medical advice and assists the Commander, FUSA, and his staff in accomplishing the Army's mission. Serves as Major Activity Director for Budget Program 84. Exercises staff supervision over Medical Department facilities and activities of FUSA to include medical, dental, veterinary, nursing, and ancillary medical matters. Advises on medical operational, planning, and training activities, and medical supply and maintenance services. Monitors the utilization of Army Medical Department personnel and provides technical assistance and recommendations in personnel to include requirements, procurement, appointment, assignment, classification, promotion, and transfer matters. Exercises operational control over the FUSA Medical Laboratory.

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE SURGEON
DIVISION Supply & Maintenance
BRANCH
SECTION

DATE OF INTERVIEW 18 April 1972

FUNCTIONAL AREA(S) Supply & Maintenance Branch

NAME OF INDIVIDUAL CONTACTED CPT Costanzo

PHONE # 3356/3633

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. Prepositioned War Reserve Stocks for Medical Facilities (PWRS-MS Status Report)	MED-167		X print-out	USAMMA	AR 40-61	NO	NO	NO	Required report by TSG
2. Optical Laboratory Report	MED-199	X		MEDDAC	AR 40-61	NO	NO	NO	Required report by TSG. (Ft Dix & Ft Knox only)
3. Local Purchase of Nonstandard Expendable Medical Materiel	MED-230 (R1)	X		MEDDAC	AR 40-61	NO	NO	NO	Required report by TSG. (Ft Dix & Ft Knox only)
4. Major Medical Assemblages Status Report	MED-234	X		MEDDAC and USAR & NG Medical Units	AR 40-61	NO	NO	NO	Required report by TSG. (Commanders (Active Army Reserve & NG) Maintaining Accountability for major assemblages
5. Medical Support Equipment Program Requirements Report (DA Form 3418R and 3418-1R)	MED-250	X		MEDDAC	Army Med Dept Prog Doc, FY 72, 10 Mar 72 (AMMED Doc)	NO	NO	NO	Required report by TSG. (Commanders of fixed Medical Facilities only).
6. Minutes of Therapeutic	None	X		MEDDAC	AR 40-2 1A Suppl 1 to AR 40-2	NO	NO	NO	Required report by TSG.

D-I-A

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1. Determine Status of PWRS-MF	YES	NO	NO	USAMMA	N/A	N/A	2	2	2	
2. Computation of Peacetime & mobilization material requirements	YES	NO	NO	TSG	N/A	N/A	1	1	1	Monitor
3. To determine standardization, changes in usage rates & desirability to conduct a controlled user test	YES	NO	NO	USAMMA	N/A	N/A	1	1	1	Monitor
4. Determine status of major medical assemblages	YES	YES	NO	TSG	N/A	N/A	1	1	1	
5. Determine Med Spt Equip Rqmt for fixed Med Facilities	YES	YES	NO	TSG	N/A	N/A	1	1	1	
6. Insure only use of efficacious & Economical Ther. agents are accepted	YES	NO	NO	TSG	N/A	N/A	1	1	1	Monitor

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE Surgeon
DIVISION
BRANCH Dental
SECTION

DATE OF INTERVIEW 18 April 1972

FUNCTIONAL AREA(S) Dental Services

NAME OF INDIVIDUAL CONTACTED Mrs. Donaldson

PHONE # 2685/3680

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. Dental Service Report	MED-85(R3)	x		Personnel at Dental Clinic (on and off post)	AR 40-184 3 Mar 72	No	No	No	Report is consolidated as required by AR 40-184 and forwarded to SGO, DA

D-I-A-3

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1. Monitor, review and consolidate report to SGO	Yes	Yes	No	SGO Dental Act (DASG-DSP)	N/A	N/A	2	2	2	

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE Surgeon
DIVISION
BRANCH Veterinary Branch
SECTION

DATE OF INTERVIEW 20 Apr 72

FUNCTIONAL AREA(S) Veterinary Activities

NAME OF INDIVIDUAL CONTACTED COL Dixon

PHONE # 677-4972

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
Veterinary Activities	MED-25 (R4)	X		MEDDAC Vet	AR 40-658	No	No	No	e - No linkage between AR and CONARC. f - Not unique DA required. g - Not required by CONARC. Receive info copy only. h - Format established by DA.

D-I-A-5

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1. Consolidated (not used)	Yes	No	No	DA(OTSG)	N/A	N/A	1	1	1	This headquarters consolidates the report. We do not use the reported information other than for briefing purposes. Report could go directly from preparing station to OTSG.

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE Surgeon
DIVISION
BRANCH Preventive Medicine
SECTION

DATE OF INTERVIEW 20 Apr 72

FUNCTIONAL AREA(S) Epidemiology, Health Education & Promotion, Environmental Sanitation, Occupational Health, Environmental Phisiology, Medical Entomology.

NAME OF INDIVIDUAL CONTACTED LTC Hawryluk

PHONE # 677-3449

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. Command Health Report	MED-3(R5)	X		MEDDAC	AR 40-5 AR 40-32	No	No	No	Prepared by surgeons assigned to or servicing each TOE or TD[illegible]t Format prescribed by AR 40-
2. Special Telegraphic Report of Selected Diseases	MED-16 (R3)(Min)	X		MEDDAC	AR 40-417	No	No	No	Prepared by surgeons who service a unit in which disease occurs.
3. Army Occupational Health Report	MED-20 (R2)	X		MEDDAC	AR 40-5	No	No	No	Prepared by medical treatment facilities at installations providing occupational health services to federal civ empl.
4. Mental Hygiene Consultation Service	MED-47 (R2)	X		MEDDAC	AR 40-216	No	No	No	Prepared by each Mental Hygiene Consultation Service.
5. Radioisotopes in Human Use Activities	MED-197	X		MEDDAC	AR 40-37	No	No	No	Prepared by commanders of each medical treatment facility having diagnostic or therapeutic radioisotope service
6. Adenovirus Vaccine Program - Acute Respiratory Disease	MED-243	X		MEDDAC	Ltr AGDA-A, DA(24Jun71) MEDAO-P 8Jul71	No	Yes	No	Prepared by installations co[illegible] ducting BCT.
7. Meningococcal Vaccine Report	MED-273	X		MEDDAC	Msg, CONARC, 312119Z Mar 71; HQ 1A, 021928Z Apr 71	No	Yes	No	Prepared by installations conducting BCT.

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1. Review, Follow up, Consolidation	No	Yes	Yes	N/A	N/A	N/A	4	4	4	
2. Review, Follow up, Statistical Analysis	No	Yes	Yes	N/A	N/A	N/A	2	2	3	
3. Review, Follow up	Yes	No	No	TSG thru CONARC	N/A	N/A	3	3	3	
4. Review	Yes	No	No	TSG	N/A	N/A	3	3	3	This report not deemed necessary at this level. Should be submitted directly to TSG.
5. Review, Follow up	Yes	No	No	TSG	N/A	N/A	4	4	4	In FUSA, prepared at Ft Dix and Knox.
6. Review, Follow up	No	Yes	Yes	N/A	Acute Respiratory Disease Surveillance Report	TSG	2	2	2	TSG consolidates all MED-243 reports and furnishes Acute Respiratory Disease Surveillance Report to BCT centers with copies to CONARC and each CONUSA HQ.
7. Review, Follow up	No	Yes	Yes	N/A	N/A	N/A	2	2	2	

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE Office of the Surgeon **DATE OF INTERVIEW** 20 Apr 72
DIVISION _____
BRANCH Personnel
SECTION _____ **FUNCTIONAL AREA(S)** Personnel Actions/Manpower

NAME OF INDIVIDUAL CONTACTED Maj Foster **PHONE #** _____

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. Utilization of Army Medical Service Personnel	MED-87	X		Pers/Mgt Svc MEDDAC - TOE	AR 40-202 w/CON SUP	NO	NO	NO	Worldwide rept submitted di to OTSG w/info CONARC & FUS
2. Personnel status of USCONARC Units (Sec III)	ATPER-48 (R5)	X		UPS	CONARC Reg 600-1	NO	NO	Yes	FUSA Supplement req submitted to FUSA and FUSA Surgeon

D-IA-9

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1. INFO	NO	NO	NO	N/A	N/A	N/A	2	2	2	Each report is used as a basis for monitoring functions and as a management tool. Both Med-87 and ATPER-48.
2. INFO	NO	NO	NO	N/A	N/A	N/A	2	2	2	

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE Surgeon
DIVISION Plans & Operations
BRANCH
SECTION

DATE OF INTERVIEW 19 April 1972

FUNCTIONAL AREA(S) Operations

NAME OF INDIVIDUAL CONTACTED CPT Wofford

PHONE # 923-2566 (AUTOVON)

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. Medical Service Activities Report	MED-41	X		MEDDAC & 1A Surg	AR 40-226	NO	NO	NO	N/A
2. Morbidity Report	MED-78	X		MEDDAC	AR 40 417	NO	NO	NO	N/A
3. Beds & Patient Report	MED-79	X		MEDDAC	AR 40-418	NO	NO	NO	N/A
4. Outpatient Report	MED-80	X		MEDDAC	AR 40-419	NO	NO	NO	N/A
5. Hospital Arrival Notice	MED-128	X		MEDDAC	AR 40-20	NO	NO	NO	Report submitted directly to OTSG & patient NOK w/o FUSA involvement
6. Students in Applicatory Tng	MED-131	X		MEDDAC	AR 350-217	NO	NO	NO	N/A
7. Intern & Residency Tng	MED-154	X		MEDDAC	AR 350-219	NO	NO	NO	N/A
8. Emergency Situation Report	MED-202	X		MEDDAC	AR 40-11	-	-	-	N/A
9. Specialty Bed Status Report	MED-223	X		MEDDAC	DA MSG 884264 DTG 17 Oct 68 (CONARC MSG 525, DTG 25 Feb 69)	NO	NO	NO	N/A
10. Status Report of Drug Related Admissions from O/S [illegible]	MED-277	X		MEDDAC	DA MSG 3012002 Aug 71	NO	NO	NO	N/A

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
Monitoring supervision, management tool	Yes	No	No	OTSG	N/A	N/A	2	2	2	This report prepared by MEDDAC & fwd thru FUSA. FUSA Surg also prepares report.
Monitoring & supervision & management tool	No	No	No	-	N/A	N/A	2	2	2	FUSA receives info copy.
Monitoring & supervision & management tool	No	No	No	-	N/A	N/A	2	2	2	FUSA receives info copy.
Monitoring & supervision & management tool	No	No	No	-	N/A	N/A	2	2	2	FUSA receives info copy.
None	No	No	No	OTSG	N/A	N/A	N/A	N/A	N/A	This report initiated by MEDDAC to patient NOK & OTSG - FUSA receives no copy
Information	See Remarks									Report submitted by training hospital directly to appropriate service school
Information	Yes	No	No	OTSG	N/A	N/A	1	1	1	Annual report initiated by training hospital thru channels to OTSG.
Information	See Remarks					N/A				Report submitted only on nuclear attack.
Monitoring & management tool	No	No	No	OTSG	N/A	N/A	1	1	1	Report initiated at MEDDAC, fwd to OTSG. FUSA monitors Bed Status & Report submissior
Monitoring, supervision, & management tool	No	No	No	OTSG	N/A	N/A	2	2	2	

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE SURGEON
DIVISION
BRANCH Program & Management
SECTION

DATE OF INTERVIEW 20 Apr 72

FUNCTIONAL AREA(S) Program & Management / Alcohol & Drug Abuse

NAME OF INDIVIDUAL CONTACTED LTC Lewis

PHONE # 2705/4892

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. Drug Abuse Data Report	RCS SAOSA 136	X		Installation Alcohol & Drug Control Office	DA Ltr, 6 Apr 72 w/1st Ind, CONARC 19 Apr 71; USAONE Msg 281430Z Jun 71	NO		NO	
2. Drug Users Entering the Army Identified by Biochemical Testing	RCS MED-287	X		Installation MEDDACs	DA Msg 242106Z Nov 71; CONARC msg 152236Z Mar 72; USA ONE Msg 201634Z Mar 72	NO	NO	NO	
3. Cost of Drug Abuse Program	RCS MED-287	X		Installation Comptroller's Office	Ltr Hq, CONARC 1 Sep 71	NO	NO	NO	
4. Alcohol & Drug Rehabilitation Program Workload Report	RCS MED 279	X		Installation Alcohol & Drug Control Office (ADCO)	DA Ltr 27 Oct 71; CONARC Ltr 1 Nov 71	NO	NO	NO	

NOTE: This study does not include budget and programing reports; i.e. COP, COB, BER, PYR, FMR etc. These reports are submitted to DCSCOMPT and reflect the distribution and utilization and requirements of P8 (MED) Resources. DCSCOMPT includes the P8 (MED) submissions from the Programs & Management Branch into the First US Army Command Program and Budget Reports to higher headquarters.

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1. Monitor, Consolidates, Management Tool; Statistics Used for Briefing Purposes	YES	YES	NO	DA INFO: CONARC	N/A	N/A	3	3	3	
2. Monitor, Statistics used for CG Briefing Purposes	NO	NO	NO	SGO INFO: CONARC USAONE	N/A	N/A	2	2	2	
3. Monitor, Statistics used for CG Briefings Management Tool	YES	YES	NO	CONARC	N/A	N/A	1	1	1	
4. Consolidate, Monitor, Management Tool	YES	YES	NO	CONARC	N/A	N/A	2	2	2	

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE Surgeon
DIVISION
BRANCH Program & Management
SECTION

DATE OF INTERVIEW 20 Apr 72

FUNCTIONAL AREA(S) Program & Management
Alcohol & Drug Abuse

NAME OF INDIVIDUAL CONTACTED LTC Lewis

PHONE # 2705/4892

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
5. Hospital Costs and Operating Statistics (DA 8-229, DA 8-229a)	Budget 1061	X		Hospitals at Meade & Knox	AR 40-331 Nov 70	NO	NO	NO	
6. Hospital Food Service Rpt (DA 1838)	RCS MED-99	X		Fixed medical treatment facilities providing hospital food service within the facility proper.	AR 40-2, Jun 65 w/chgs	NO	NO	NO	
7. Medical Laboratory Activities Report (DA 3222)	RCS MED-93 (R2)	X		Each US Army Med and Hosp Lab	AR 40-24, Jun	NO	NO	NO	
8. Medical Rpt Req for Test & Identification Phase of Drug Abuse Prevention & Control Plan	RCS DD-M (SM)-1094	X		Installation MEDDAC	DA Msg 242106Z Nov 71, USAONE msg 201408Z Sep 71	NO	NO	NO	
9. Drug Abuse and Alcohol Prog Personnel Recruitment Rpt	RCS AHAME 11	X		MEDDAC	USAONE Ltr AHAME-P, 22 Mar 72	YES	NO	YES	Initiated by Office of the Surgeon, HQ FUSA.

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
5. Management Tool	NO	NO	NO	DA INFO CONARC USAONE	N/A	N/A	1	1	1	
6. Consolidate Monitor Management Tool; programing & Budget Fund Distribution	YES	YES	NO	DA SGO INFO: CONARC	N/A	N/A	2	2	2	
7. Monitor Management Tool	YES	NO	NO	DA SGO	N/A	N/A	1	1	1	
8. Monitor Management Tool, Charts maintained for briefing purposes	YES	NO	NO	DA SGO INFO CONARC USAONE	N/A	N/A	1	1	1	
9. Monitor Consolidate Management Tool, Programming & Budget Fund Distribution	NO	NO	YES	-	N/A	N/A	2	2	2	

D-I-B

CONUSA SURVEY FORM

FUNCTIONAL AREA Administrative Office

POINT OF CONTACT SGM Dillingham

NAME OF OFFICE Office of the Surgeon

TELEPHONE 2691

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Operates Message Center	B,C	2		50%		
Maintain Reference Library	B	2		25%		
Maintain Classified Documents	B	2		50%		
Procure Store & Office Supplies	B,C	2		25%		
Prepare Personnel Status Report	B	2		10%		
Prepare Personnel Reports, Office Memorandum	B	2		10%		
Prepare Duty Roster	B	2		5%		
Prepare TDY Orders	B,C	2		25%		
TOTAL			*3	2		* Authorization for the Administrative Office is: 1-E9 (91Z50); 1-E5 (71L20); 1-GS-4 (Mail & File Clerk)

CONUSA SURVEY FORM

FUNCTIONAL AREA Office of Chief Nurse

POINT OF CONTACT Col Straley

NAME OF OFFICE Office of the Surgeon

TELEPHONE 2685

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Advise & represent Army Surg on matters pertaining to nursing	B&C&D	1,4		10%		Utilization of Nsg Consultants in FUSA in OR, Anesthesia, AHN
2. Eval nsg act of TDA & TOE units and make approp recommendations relative to maint of est stds, status of tng, and of mil & civ nsg pers	B&D&F&G	1,4		50%		
3. Advise & recommend on rqr, asgmt, tng & career planning	B&D&F&G	1,4		10%		
4. Serves as advisor on med plans & policies	B&C&D	1,3,4		10%		
5. Consultants for classified [illegible]cies & regs, promotion & tng of Res Comp ANC	B&D&G	2,4		10%		
6. Maintains liaison w/nsg rctg pers, prof nsg organizations	D&G	4		5%		
7. Advise on matters pertaining to AMSC	B&D&G	1,4		5%		Utilization of FUSA consultants in occupational therapy, physical therapy and dietician
TOTAL			*1	**1.5		Total personnel authorized Chief Nurse: *1 Col Chief Nurse **There is no secretarial position authorized to support the Chief Nurse. Secretarial functions are accomplished by the secretary-steno assigned to Dental Branch. 25% of secretary's time is utilized to support the Chief Nurse.

CONUSA SURVEY FORM

FUNCTIONAL AREA Program & Management Br

POINT OF CONTACT LTC Lewis

NAME OF OFFICE Office of the Surgeon

TELEPHONE 2704

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Programing & Budget						
a. Compiles and coordinates programing & budgeting data for the Medical Department Activities (MEDDAC) Program.	B,C,D	2,3,4		50%		
b. Collects, consolidates, and interprets statistical & Management data to determine the operational efficiency and economy of Medical Department Activities.	B,C,D	2,3,4		100%		
c. Recommends allocation of BP 840000 funds among MEDDAC, the Med Lab, and the FUSA procurement activity.	D	2,3,4		25%		
d. Advises and assists MEDDAC directors in matters pertaining to organization and management, economic utilization of funds,	D	2,3,4,		25%		

CONUSA SURVEY FORM

FUNCTIONAL AREA Program & Management Br

POINT OF CONTACT Ltc Lewis

NAME OF OFFICE Office of the Surgeon

TELEPHONE 2705

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
and the development of new methods of administration.						
e. Participates in surveys & medical-technical inspections of MEDDAC and other activities conducted for the improvement of the organization, staffing procedures, methods of operation, and labor saving devices and equipment.	D, F, G	2,3,4	3	25%		
f. Monitors the Hospital Food Service reports, Incentive Awards Program, Cost Reduction Reports (hospital and clinics area) & Reports Control Program.	D, F, G	2,3,4,	3	15%		
g. Prepares the quarterly command review of the Army Medical Department Activities Program, including the narrative analysis.	B, C, D	2,3,4,	3	10%		

D-I-B-4

CONUSA SURVEY FORM

FUNCTIONAL AREA Program & Management Br

POINT OF CONTACT Ltc Lewis

NAME OF OFFICE Office of the Surgeon

TELEPHONE 2705

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
2. Alcohol & Drug Counter Offensive Program						
a. Direct the Army-Wide urinalysis screening program	B, C, D, G	2,4		150%		
b. Conduct the drug education program.	B,C,D,F,G	2,4		100%		
c. Monitor all half-way house/rap center operations	B,C,D,F,G	2,4		100%		
d. Primarily includes the planning, organizing, directing and controlling the Alcohol and Drug Abuse Program.	B,C,D,F,G	2,4		100%		
TOTAL			*3	7.5		* No authorizations to support the Alcohol & Drug Program. Currently 3.5 officers and 1 civilian are working full-time with the Alcohol & Drug Program. Current Auth for Program Br - 1 OFF, 2 CIV.

CONUSA SURVEY FORM

FUNCTIONAL AREA Professional Services Branch

POINT OF CONTACT Colonel Fischer

NAME OF OFFICE Office of the Surgeon

TELEPHONE 2222/2016

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Advice on Medical and Physical Standards in FUSA	D	4		1 Officer - 25%		
Monitors and provides medical technical supervision	A	1		1 Officer - 50%		Authority to render medical opinions and supervise physical examinations at ROTC Summer Camp. UP AR 40-501, AR 145-1
Review and evaluate medical examinations	A	1		2 Officers & 2 Civilians - 325%		Authority to medically qualify or disqualify UP AR 40-501.
Review and evaluate projects, programs and publications	D	1,4		1 Officer - 25%		
Replies to compassionates and other inquiries	D	4		1 Officer - 1 Civilian 50%		Clerk-Stenographer provides 100% of typing
Maintains liaison with other agencies	D	1,4		1 Officer - 25%		
		TOTAL	5*	5		*Personnel Authorized 2 Officer 3 Civilians (Includes 1 Clerk Stenographer)

253

CONUSA SURVEY FORM

FUNCTIONAL AREA Operations Branch

POINT OF CONTACT COL Snyder

NAME OF OFFICE Office of Surgeon

TELEPHONE 923-2566/3616

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Develops, coordinates, promulgates policy to MEDDAC's	D,F,G	2,3,4		3 off 75% 1 EM 16%		
Directs medical regulating and assigns absent sick responsibility	A,B,C,D,E,F,G	2,4		1 off 25% 1 civ 50%		Authorizes patient transfer between Class I Hosp in FUSA IAW AR 40-350. Assigns Class I hosp administrative responsibility for active duty personnel in nonmilitary hospitals IAW AR 40-3.
Prepares, coordinates, and supervises plans for mobilization maneuvers, and contingencies.	A,B,C,D,E,F,G	2,4		3 off 75% 1 EM 16%		Operations Branch prepares medical Annex to plans and assigns medical responsibility to MEDDAC - Authority is VOCG.
Plan, coordinate, evaluate, and monitors training of active, Reserve, and NG AMEDD units	B,C,D,F,G	2,3,4		3 off 75% 1 EM 16%		
Plans and coordinates Army Blood Program	B,C,D,F,G	2,4		1 off 25% 1 EM 20%		
Coordinates, disseminates info, and processes Reserve applications for attendance at military & civilian courses	B,C,D,F,G	2,4		1 off 25% 1 EM 16%		

CONUSA SURVEY FORM

FUNCTIONAL AREA Operations Branch

POINT OF CONTACT COL Snyder

NAME OF OFFICE Office of Surgeon

TELEPHONE 923-2566/3616

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Prepares, coordinates, and supervises miscellaneous medical operations situations	A,B,C,D,E, F,G	2		1 off 25% 1 EM 16%		Operations Branch plans, coordinates & assigns support for missions and operations assigned to First US Army. Establishes policy on such support. Auth is Army Surgeon.
Supervises, reviews, renders assistance, & processes vouchers of payment of claims for civilian medical, dental, & veterinary care provided authorized personnel	B,C,D,F,G	2,4		1 off 25% 3 civ 100%		
Coordinates & monitors CHAMPUS within FUSA	C,D,F,G	2,4		1 off 25%		
Monitors & reviews medical statistical reports	D,F,G	2,4		1 off 25% 1 civ 100%		
Clerical support for administration of functions	W/A			1 civ 50% 1 civ 100%		Typing, filing, other clerical functions. Accomp. by 1 civ clerk steno 100% & 1 civ clerk steno (Med. regulating) 50%.
		TOTAL	10*	11		*4 off 1 EM 5 civ (Incl 1 clerk steno)

CONUSA SURVEY FORM

FUNCTIONAL AREA Dental Branch

POINT OF CONTACT Col Jessel

NAME OF OFFICE Office of the Surgeon

TELEPHONE 2685/3680

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Advise & represent Army Surg on matters relative to dental activities	D	2,4		Off-5%		
2. Supervise dental svc act & formulate policy & plans for prev, treatment & control	D	4		Off-5%		
3. Supervise Dental Consultant Program	C&D	2		Off-5%		
4. Supervise & coord technical tng of dental units & pers	D	4		Off-2½%		
5. Supervise Dental Prof Stds Program	D	4		Off-2½%		
6. Acts as advisor in procurement activities	D	4		Off-5%		
7. Adv on rqr for & asgmt, distr & util of dental pers	D	4		Off-10%		
8. Acts as consultant for policy & reg on Res Comp Dtl	D	2		Off-5%		
9. Reviews, cmts & takes action on requests for civ dental care	A&D	2		Off-30%		IAW AR 40-3
10. Conducts staff visits & inspections	F&G	2		Off-10%		
11. Analyzes Dtl Svc Repts, stat repts, analysis of cost & performance repts fm fld	B&C	2		Off-10%		
12. Maintains liaison w/other agencies	D	2		Off-5%		
13. Prepares & coord portions of mob & emerg disaster plans	B&D	2		Off-2½%-2½%		

CONUSA SURVEY FORM

FUNCTIONAL AREA Dental Branch

POINT OF CONTACT Col Jessel

NAME OF OFFICE Office of the Surgeon

TELEPHONE 2685/3680

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
14. Supervises Preventive Dentistry Program	D	4		Off-2½%		
TOTAL			*3	2		*Total personnel authorized Dental Branch: 2 Officers 1 Civilian (Clerk-Steno) Secretarial support functions - 75% Secretary in the Dental Branch supports Army Chief Nurse and provides approximately 25% of her time in said support.

D-I-B-10

CONUSA SURVEY FORM

FUNCTIONAL AREA Veterinary Branch

POINT OF CONTACT COL Dixon

NAME OF OFFICE Surgeon

TELEPHONE 677-4972

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Sanitary inspections of food establishments and maintains and distributes Directory.	A, B, D, & E	2		Off - 50% EM - 75% Civ - 50%		Civilian employee works 50% of the time for Preventive Medicine and 50% for Veterinary Medicine. On TDA of Veterinary Branch. AR 40-657
2. Conducts staff visits and maintains technical supervision over procurement inspections.	D, F, & G	2		Off - 5%		
3. Advises on requirements for assignments, distribution, training and utilization of VC officers.	*	4		Off - 1%		*Advice is offered OTSG DA.
4. Coordinates with Army Med Lab re food testing and zoonoses control.	D, G	2, 4		Off - 4%		Decide when certain tests will be accomplished at Med Lab.

CONUSA SURVEY FORM

FUNCTIONAL AREA Veterinary Branch

POINT OF CONTACT COL Dixon

NAME OF OFFICE Surgeon

TELEPHONE 677-4972

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
5. Supervises and coordinates the Vet Corps animal care program.	D, E, & G	2		Off - 25% EM - 5%		Policy as to what are appropriate changes for care, construction criteria for veterinary facilities.
6. Liaison with Federal and State agencies.	A	2		Off - 10%		Decisions are made when, who, and how frequently the use of other Federal and State agencies will be used in food inspection problem areas.
7. Monitor Civil Defense inspections.	A, B, D, & G	2		Off - 5% EM - 20%		Decisions are made as to priority of this inspection over or in lieu of other types of inspections depending on manpower available.
		TOTAL	3*	3 2		*AUTHORIZED PERSONNEL - Veterinary Branch 1 - Off 1 - EM 1 - Civ (Clerk-Steno)

D-I-B-12

CONUSA SURVEY FORM

FUNCTIONAL AREA Preventive Medicine Branch

POINT OF CONTACT LTC Hawryluk

NAME OF OFFICE Office of the Surgeon

TELEPHONE 677-3449

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Advise Surgeon concerning prevention of disease and injury, promotion of health, and utilization of preventive medicine personnel.	A, D	2		10% Chief 5% San Engr 5% Sec'y		Decision to advise Surgeon is made by Branch Chief.
2. Evaluate health of command and provide consultation.	B, C, D, F, & G	4		30% Chief 20% San Engr 30% NCOIC 5% Sec'y		
3. Liaison with other health agencies.	B, D, & G	4		5% Chief 5% San Engr 5% Sec'y		
4. Development of health programs.	B, D, F, & G	4		20% Chief 10% San Engr 20% NCOIC 5% Sec'y		
5. Environmental Surveillance.	B, C, D, F, & G	4		10% Chief 30% San Engr 20% NCOIC 10% Sec'y		

D-I-B-13

CONUSA SURVEY FORM

FUNCTIONAL AREA Preventive Medicine Branch

POINT OF CONTACT LTC Hawryluk

NAME OF OFFICE Office of the Surgeon

TELEPHONE 677-3449

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
6. Occupational Health.	B, C, D, F, & G	4		10% Chief 10% San Engr 15% NCOIC 5% Civ		
7. Liaison with Safety Officials.	B, D, & G	4		10% San Engr 15% NCOIC 5% Sec'y		
8. Guidance on medical aspects of NBC program.	B, D, & G	4		10% Chief 10% San Engr 5% Sec'y		
9. Monitor Prev. Med. Officer Residency Program at Ft Dix.	B, D, & G	4		0		Temporarily there are no Prev. Med. residents at Ft Dix.
10. Represent Surgeon on designated boards and councils.	B, D	4		5% Chief 5% Sec'y		

CONUSA SURVEY FORM

FUNCTIONAL AREA Preventive Medicine Branch

POINT OF CONTACT LTC Hawryluk

NAME OF OFFICE Office of the Surgeon

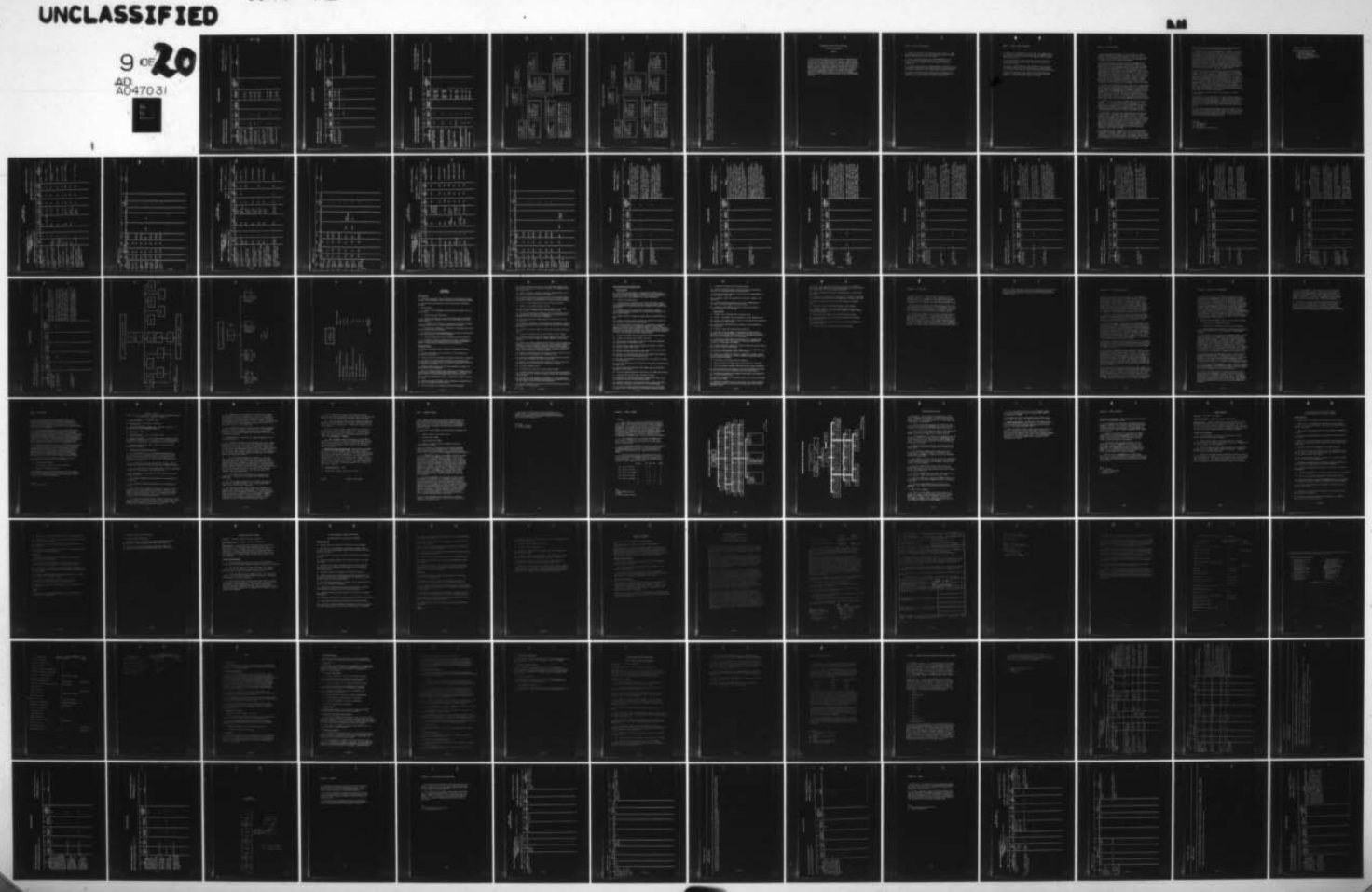
TELEPHONE 677-3449

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Totals			*3	**3.5		*AUTHORIZED PERSONNEL 1 Officer - Branch Chief 1 Officer - Sanitary Engineer 1 EM - Prev. Med. NCO ** No secretary is authorized and secretary of Veterinary Branch is utilized 50% of time for Prev. Med. work.

AD-A047 031 OFFICE OF THE CHIEF OF STAFF (ARMY) WASHINGTON DC MA--ETC F/G 15/5
FUNCTIONAL STUDY OF CONUSA (CONTINENTAL U.S. ARMY) MANAGEMENT.(U)
MAY 72

UNCLASSIFIED

9 OF 20
AD A047031



292

D-I-B-16

CONUSA SURVEY FORM

FUNCTIONAL AREA Personnel Branch

POINT OF CONTACT LTC TROISI

NAME OF OFFICE Office of Surgeon

TELEPHONE 6004

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Matters related to AMEDD personnel actions						
a. Personnel actions for Active Army AMEDD Officers	B	4		1 OFF 70% 1 OFF 80%		
b. Prepares requisitions and maintains off status	B,C,D	4		1 CIV 60% 1 OFF 10%		
c. Award PMOS, SMOS USAR AMEDD Officers	A,B,D	2		1 OFF 30% 1 CIV 40%		
d. Monitors Enl Pers status	D	2,3,4		1 EM 90% 1 OFF 20%		
2. Advises Surg on AMEDD Manpower Actions						
a. Reviews Manp Surveys	D	3		1 OFF 30%		
b. Recommends allocation for pers auth and PRA spaces	D	2,3		1 OFF 20% 1 CIV 40%		
c. Reviews TDA & MTDA	D	4		1 OFF 30% 1 CIV 10%		

CONUSA SURVEY FORM

FUNCTIONAL AREA Personnel Branch

POINT OF CONTACT LTC TROISI

NAME OF OFFICE Office of Surgeon

TELEPHONE 6004

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
d. Reviews & analyzis Med-87	D	4		1 OFF 20% 1 CIV 30%		
e. Provides statistical & Admin Assistance	N/A	N/A		1 CIV 20%		
		TOTAL	5*	5		*Total Personnel Authorized for Pers Branch - 2 OFF, 1EM, 2CIV.

D-I-B-17

CONUSA SURVEY FORM

FUNCTIONAL AREA Supply and Maintenance Branch

POINT OF CONTACT LTC Acosta

NAME OF OFFICE Office of the Surgeon

TELEPHONE 3356 / 3633

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Tech Advice to Surgeon, Army Staff, Subord Comd	D	2		3 Off - 60% 1 WO- 20% 1 EM- 5%		
Tech Supervision of Med Sup & Maint Act of Army	D, G	2		3 Off - 100% 1 WO - 25% 1 EM - 25%		
Inspects Formal Medical Sup Accts	F	2		3 Off - 45%		
Disposition of Excess Materiel	B, C, D	4		3 Off - 30% 1 WO - 5%		
Inventory Adjustments and Rept of Survey	D	1		3 Off - 5%		
Army Stock Fund Analysis	D	3		3 Off - 5%		
War Reserve Stocks	B	4		3 Off - 15%		

D-I-B-18

D-I-C

PERS AUTH - OFC OF THE SURGEON

SURGEON
1 COL Surgeon
1 LTC Exec Off
1 GS6 Sec Steno

CHIEF NURSE
1 LTC CH Nurse

ADMIN
1 E9 Ch Med NCO
1 E5 Admin Sp
1 GS4 CLK (Mail-File)

PROGRAM *
1 LTC Chief
1 GS9 Admin Off
1 GS4 Stat Clk Typ

PROF SVCS
1 COL Chief
1 MAJ Prof Svc Off
1 GS5 Misc Doc Ex
1 GS4 Misc Doc Ex
1 GS4 CLK (Steno)

OPERATIONS
1 COL Chief
1 LTC Op Off
1 MAJ Plans & Op Off
1 MAJ Pnt Admin Off
1 E8 Op Sgt
1 GS7 Gen Claims Exam
1 GS6 Med Rpt Clk
1 GS5 Gen Claims Exam
1 GS5 Clk (Steno)
1 GS4 Clk (Steno)

DENTAL
1 COL Chief
1 LTC Den Staff Off
1 GS5 Clk (Steno)

VETERINARY
1 COL Chief
1 E8 Vet NCO
1 GS4 Clk (Steno)

PREV MED
1 COL Chief
1 LTC San Engr
1 E8 Prev Med NCO

PERSONNEL
1 COL Chief
1 CPT Mpr Cont Off
1 E8 Pers NCO
1 GS5 Mil Pers Clk
1 GS4 Stat Clk (Typ)

SUP & MAINT
1 COL Chief
1 LTC Med Sup Off
1 MAJ Med Sup Off
1 WO Med Equip RPM
1 E7 Med Equip RPM
1 GS5 Clk Steno

	Req	Auth	Asgn
Officers	22	20	23
WO	1	1	1
Enlisted	10	7	6
Civilian (less Sec)	11	10	11
Civilian Sec	12	7	8

PERS AUTH - OFC OF THE SURGEON

SURGEON
1 COL Surgeon
1 LTC Exec Off
1 GS6 Sec Steno

CHIEF NURSE
1 LTC CH Nurse

ADMIN
1 E9 Ch Med NCO
1 E5 Admin Sp
1 GS4 CLK (Mail-File)

PROGRAM *
1 LTC Chief
1 GS9 Admin Off
1 GS4 Stat Clk Typ

PROF SVCS
1 COL Chief
1 MAJ Prof Svc Off
1 GS5 Misc Doc Ex
1 GS4 Misc Doc Ex
1 GS4 CLK (Steno)

OPERATIONS
1 COL Chief
1 LTC Op Off
1 MAJ Plans & Op Off
1 MAJ Pnt Admin Off
1 E8 Op Sgt
1 GS7 Gen Claims Exam
1 GS6 Med Rpt Clk
1 GS5 Gen Claims Exam
1 GS5 Clk (Steno)
1 GS4 Clk (Steno)

DENTAL
1 COL Chief
1 LTC Den Staff Off
1 GS5 Clk (Steno)

VETERINARY
1 COL Chief
1 E8 Vet NCO
1 GS4 Clk (Steno)

PREV MED
1 COL Chief
1 LTC San Engr
1 E8 Prev Med NCO

PERSONNEL
1 COL Chief
1 CPT Mpr Cont Off
1 E8 Pers NCO
1 GS5 Mil Pers Clk
1 GS4 Stat Clk (Typ)

SUP & MAINT
1 COL Chief
1 LTC Med Sup Off
1 MAJ Med Sup Off
1 WO Med Equip RPM
1 E7 Med Equip RPM
1 GS5 Clk Steno

	Req	Auth	Asgn
Officers	22	20	23
WO	1	1	1
Enlisted	10	7	6
Civilian (less Sec)	11	10	11
Civilian Sec	12	7	8

* Current authorization for the Program and Management Branch is 1 OFFICER, and 2 CIVILIANS. Latest Manpower Utilization Survey approved by HQ CONARC in Jan 1972 recognized 4 requirements for the Alcohol and Drug Abuse Control Program (ADACP) in the Office of the Surgeon. Current allocations are insufficient to cover these requirements. At present 3.5 officers and 1 civilian are utilized full time with the Alcohol and Drug Abuse Program. Positions are incorporated in the Program and Management Branch because the Chief of that Branch is currently the coordinator for the FUSA Army's program.

HEADQUARTERS FIRST UNITED STATES ARMY

OFFICE OF THE SURGEON

Mission

Provides professional medical advice and assists the Commander, FUSA, and his staff in accomplishing the Army's mission. Serves as Major Activity Director for Budget Program 84. Exercises staff supervision over Medical Department facilities and activities of FUSA to include medical, dental, veterinary, nursing, and ancillary medical matters. Advises on medical operational, planning and training activities, and medical supply and maintenance services. Monitors the utilization of Army Medical Department personnel and provides technical assistance and recommendations in personnel to include requirements, procurement, appointment, assignment, classification, promotion, and transfer matters. Exercises operational control over the FUSA Medical Laboratory.

ANNEX E - CAMPS PICKETT AND HILL

1. Camps Pickett and Hill are subinstallations of Fort Lee. Their major assigned mission is logistical and training support of Reserve Component units/activities on an area basis.

2. Each of these Camps operates virtually independently of the parent installation, dealing directly with the AMC agencies as required. They are, however, under the command of the parent installation.

3. Inquiry at FUSA reveals that staff elements at Army level do not have detailed visibility of the subinstallations and deal directly with the parent installation for actions affecting the subinstallations.

4. FUSA has established an Area Organizational Maintenance Shop (AOMS) at each of these subinstallations but the relationship is in the nature of tenant activities on a Class I installation.

ANNEX F - OAKDALE SUPPORT DETACHMENT

1. Oakdale is a subinstallation of Fort Knox. The assigned mission of this Support Detachment is logistical support to ARADCOM, local area support of Active Army and other agencies and Reserve Component units and activities.

2. This subinstallation receives back-up logistical support from the Wholesale System, administrative support from Fort Knox and reports to Fort Knox.

3. Inquiry at FUSA reveals that staff elements at Army level have only limited visibility of this subinstallation and deal directly with the parent installation for actions affecting the subinstallation.

4. FUSA has established an Area Organizational Maintenance Shop (AOMS) and an Area Supply Office (ASO) at this Support Detachment in support of Reserve Component units and activities.

ANNEX G - FUSA ROTC PROGRAM

1. The Army ROTC/National Defense Cadet Corps (NDCC) Program is a major responsibility of FUSA that requires action on a day to day basis. The FUSA manages the operation of 148 Senior and Junior ROTC/NDCC units located at universities and schools throughout the 15 eastern states and the District of Columbia.

2. The major efforts of the FUSA are toward the management and support of the 89 Senior ROTC units with the Junior ROTC and the NDCC receiving direction, guidance, and assistance under the managerial structure of the Senior ROTC Program. The personnel required to conduct the 89 Senior ROTC units in FUSA are 496 officers, 300 enlisted men and 123 civilians. The staff management mission at the FUSA requires more than 85 additional personnel. Our survey indicated that reorganization should not impact on the actual conduct of the ROTC Program at the individual institutions. That is, the Professors of Military Science (PMS) should be assigned the mission, given broad policy guidance and be allowed to operate the program in a manner that is best for that particular university or college. Today's environment makes it mandatory that the PMS be given the latitude to develop a workable program that can be sold on a particular campus.

3. The ROTC Division DCSOT serves as the focal point for ROTC matters, the support of the program is a coordinated effort of the entire FUSA staff. The ROTC Division, DCSOT has 36 personnel and in addition 49 other personnel in the headquarters are primarily concerned with ROTC. The ROTC Division has assigned action officers responsible for maintaining contact, liaison, and information on every ROTC unit in the FUSA. They are also on call to provide any required assistance to the individual PMS. The role of the FUSA in ROTC can be classified as one of administration to reduce the geographical separation of the ROTC program and to insure that support problems are quickly resolved.

4. Attached at Tab A is the list of ROTC program reports received at FUSA. All of the reports are manual and with only a few exceptions such as personnel and financial reporting, do not lend themselves to automation. AR 145-1 provides the basic guidance for the development and operation of the ROTC program. It assigns program responsibilities to both CONARC and the CONUSA and has caused development of numerous 145 series regulations and reports.

5. Significant to note is the fact that actual curriculum is developed by each PMS. In August 1970, CONARC published an unnumbered document titled "Senior Division Program of Instruction" which outlines the development of a dynamic ROTC curriculum. This flexible POI allowed each PMS to tailor the curriculum to satisfy the particular needs of the individual institutions. This delegation of authority and responsibility has resulted in innovative programs and has gained wide acceptance throughout the entire ROTC program. The ROTC Division, DCSOT plays a vital role in monitoring the POI developed by the 80 individual ROTC institutions and providing guidance and assistance to the PMS.

6. Attached at Tab B is the survey of functions being performed by the ROTC Division, DCSOT. Significant to note is the total staff involvement in the ROTC Program. Almost no action is taken without coordination with other staff sections. The Adjutant General, DCSPER Plans, Programs and Operations Division, the DCSCOMPT, and other divisions of DCSOT all play vital roles in the total program. During this

phase of the study, FUSA staff elements were surveyed independently but will be reviewed in total during the analysis phase.

7. Attached at Tab C is the FUSA Organization for ROTC. This organization shows the deep involvement of the entire FUSA staff in the ROTC program. The importance of the program in the overall mission of the FUSA is clearly demonstrated by the Commanding General's involvement and by the fact that his Deputy Commanding General (MG Ciccolella) devotes the majority of his time to the ROTC Program. This emphasis permeates the entire staff and has made the program a principle function of the CONUSA. In today's environment and probably during the coming years, continued emphasis will be required to make the program a success. Although the organization chart highlights the staff sections that play major roles in the ROTC program all staff sections shown are involved in many ROTC program actions.

8. Attached at Tab D is the organization chart for the DCSOT ROTC Division. The Division acts as the program manager for the ROTC/NDCC Program. The Division Chief is the rating officer for the Professors of Military Science and the Deputy Commanding General is the indorser. The Deputy Chief ROTC Division devotes the majority of his time to negotiation of agreements with individual institutions. The Operations Branch monitors and assists the 89 individual PMS in the operation of the Senior ROTC program. The action officers within the Operations Branch maintain day to day telephone contact with their assigned ROTC units and make twice yearly liaison visits to the schools. The Special Actions Branch handles the individual unique subfunctions that apply to all ROTC elements. The Junior Schools Branch handles the Junior ROTC and NDCC programs in much the same manner as the Operations Branch administers the Senior ROTC Program.

9. Attached at Tab E are the mission and functions of the ROTC Division DCSOT.

10. The chart at Tab F shows the FY 72 Budget of the ROTC program. Within the fifteen states and District of Columbia there are more than 24,000 cadets in the ROTC/NDCC Program. Almost 14,000 of these are enrolled in the Senior ROTC Program. Of the almost 14,000 cadets, a total of 2,022 will be on ROTC Scholarship during school year 72-73. During FY 72 the program will result in more than 3,000 commissioned officers.

11. During the coming years, the ROTC Program will require continue emphasis. Special programs (scholarship, orientation visits, airbornes and ranger training) will require that a major coordination role be played by some element between DA and the PMS. It now appears that the Area Commands can best perform this role.

Appendices
I - FUSA ROTC Data
II - ROTC Support
III - ROTC General
IV - Discussion of Determinations

APPENDIX I - FUSA ROTC DATA

Tab A - Reports Collection Forms
B - Functional Survey Forms
C - FUSA ROTC Management
D - ROTC Div DCSOT Organization
E - ROTC Div Mission and Functions
F - Program Budget FY 72

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSOT
DIVISION ROTC
BRANCH Operations
SECTION

DATE OF INTERVIEW 17-18 April

FUNCTIONAL AREA(S) ROTC

NAME OF INDIVIDUAL CONTACTED Mr. Brown

PHONE #

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. Change of Institutional Heads		X		PMS	AR 145-1	NO	NO	NO	Direct to CONARC
2. New & Revised School Catalogs		X		Institutions	AR 145-1	NO	NO	NO	Comes in Packet
3. Foreign Student Participating in Sr. ROTC Program	DD-M (A)709	X		PMS	AR 145-1	NO	NO	NO	Collected & Forwarded to CONARC
4. Enrollment Report Sr. Div ROTC (130)	CSGPA-1121(R2)	X		PMS	AR 145-1	NO	NO	NO	Direct to CONARC
5. Deferment Quotas	None	X		DA	AR 145-1	NO	NO	YES	Redirected to PMS
6. Annual Master Training Schedule	None	X		PMS	AR 145-1 ATP	NO	NO	YES	Approve or Disapprov
7. Army Behavioral Science Research Program	None			PMS	CONARC REG 70-2	NO	YES	NO	
8. Report of Selected ROTC Institutions Conducting Regular Modified & Developmental Curricula	ATIT-156	X			CONARC 145-2	NO	YES	YES	To comply w/Program

G-1-A

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1. Post ROTC Directory	NO	NO	NO	CONARC				3		
2. ROTC Div	NO	NO	YES					1		
3. To Inform DA	YES	NO	NO	CONARC				1		
4. CONARC/DA & 1A	NO	NO	NO	CONARC				1		
5. Deferment of Cadets	YES	NO	NO	PMS	NONE	DA		2		
6. Training Program	YES	NO	NO	CONARC				1		
7. Behavioral Statistics	YES	YES	NO	CONARC				1		
8. Curricula Tests	YES	YES	NO	CONARC				3		

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSOT
DIVISION ROTC
BRANCH Operations
SECTION

DATE OF INTERVIEW 17-18 April

FUNCTIONAL AREA(S) ROTC

NAME OF INDIVIDUAL CONTACTED Mr. Brown

PHONE #

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
9. Academic Credit for ROTC Instruction	ATIT-169	X		PMS	CONARC REG 145-5	NO	YES	NO	CONARC Form
10. Scholarship Enrollment Data	ATIT-214 (RI)	X		PMS	CONARC REG 145-9	NO	YES	NO	CONARC Form
11. Initial Report of Expected Summer Camp Attendance	NONE	X		PMS	1A CIR 145-4 App B	NO		YES	1A Requirement
12. Change in Initial Report of Expected Summer Camp Attendance	NONE	X		PMS	1A CIR 145-4 App B	NO			1A Requirement
13. Request for Early Release from Summer Camp	NONE	X		PMS	1A CIR 145-4	NO		YES	1A Requirement
14. Request for Postponement of Camp Attendance by Cadets enrolled under Financial Assistance Program	NONE	X		PMS	1A Cir 145-4	NO			1A Requirement
15. Quarterly Report of Officer Procurement and Officer Canidate Accessions	DD-M(Q) 1107X	X		PMS	DOD Instr 7730.50	NO	NO	YES	DOD Form

C-1-A-3

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition						Personnel		
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
9. Credit Statistics	NO	NO	YES					1		
10. Enrollment Data	YES	NO	NO	CONARC				2		
11. Camp Attendance Data	NO	YES	YES	CONARC				2		
12. Camp Attendance Data	NO	YES	YES	CONARC				2		
13. Camp Attendance Data	YES	NO	NO	PMS	NONE	CAMP COMMANDER		2		
14. Camp Attendance Data	YES	NO	YES	PMS	NONE	PMS		2		
15. Officer Procurement Data	YES	YES	YES	CONARC				2		

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSOT
DIVISION ROTC
BRANCH Operations
SECTION

DATE OF INTERVIEW 17-18 April

FUNCTIONAL AREA(S) ROTC

NAME OF INDIVIDUAL CONTACTED Mr. Brown

PHONE #

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
16. ROTC Recruiting Activities Report	CSGPA	X		PMS	CONARC	NO	YES	NO	CONARC Format
17. MS III Two & Four Year Enrollment Estimates	ATIT-III	X		PMS	Ltr CONARC 1 Dec 71 Enrollment Objectives	NO	YES	NO	CONARC Directed
18. PMS Preliminary Enrollment Report	ATIT-III	X		PMS	11	NO	YES	YES	CONARC Directed
19. Allocation of Flight Instruction Quotas	NONE	X		PMS	1A Sup to	YES	NO	NO	1A Requirement
20. ROTC Camp Strength Report	NONE	X		Camp Commander	CON Reg 145-1	NO	YES	YES	CONARC Requirement
21. Progress of ROTC Flight Instructor	CON 1044(R2)	X		PMS	1A Sup to AR 145-1	NO	NO	NO	CONARC Requirement
22. Annual Formal Inspection Reports	None	X		1A ROTC Div Staff	AR 145-1	NO	NO	NO	CONARC Requirement
23. Performance at Service Schools by newly Commissioned ROTC Officers	NONE	X		CONARC	AR 623-105	NO	NO	YES	1 Army Form

C-I-A-5

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition						Personnel		
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
6. Evaluate Recruiting Results	YES	YES	YES	CONARC				4		
7. Enrollment Data	YES	YES	NO	CONARC				1		
8. Enrollment Data	YES	YES	NO	CONARC				1		
9. Flight Instruction Data	YES	YES	NO	CONARC				1		
0. Camp Strength Report	YES	YES	NO	CONARC				2		
1. Program Status	YES	YES	NO	CONARC				2		
2. Status of Host Inst & ROTC Units	YES	YES	NO	CONARC				9		
3. To inform PMS of Status of Off at Service Schools	YES	YES	NO	PMS	NONE	SERVICE SCHOOLS				

CONUSA SURVEY FORM

FUNCTIONAL AREA ROTC

POINT OF CONTACT MAJ West

NAME OF OFFICE ROTC Division, DCSOT

TELEPHONE 677-6070

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. ROTC/NDCC Contract negotiations with host institutions	A	2	1	1	2	Deputy Chief ROTC Division, DCSOT is the Army's negotiator for the First Army area. Negotiations and discussions last several weeks. Negotiations are now being held with three universities
2. Establishment of ROTC/NDCC Units	B,F,G	4	1	1	4	Initial contact with institutions is made by the FUSA representative after decision is made by DA, the FUSA is responsible for follow on actions. DCSOT appoints liaison officer.
3. Disestablihsment of ROTC/NDCC units to include Evaluation	B,F,G	4			4	Evaluation of all ROTC units is conducted each year. Substandard units are recommended for formal evaluation. The decision concerning both formal evaluation and disestablishment is made by DA. The CONUSA implements the decision

CONUSA SURVEY FORM

FUNCTIONAL AREA ROTC

POINT OF CONTACT MAJ West

NAME OF OFFICE ROTC Division, DCSOT

TELEPHONE 677-6070

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
4. Army ROTC Scholarship Program	a,b	2,3			2	This program is a coordinated effort between AG and DCSOT. The FUSA awards 2 and 3 year ROTC scholarship and CONARC awards 1 and 4 year scholarships based on graded evaluation submitted by each CONUSA. The total program could easily be administrated by the Area Commands. More than 2000 ROTC students are presently in the scholarship program. DA must make final determination on scholarship terminations.
5. ROTC Recruiting/Minority Officer Procurement	D	1				Within DA and CONARC policy guidance ROTC Division, DCSOT establishes procedures and issues directives regarding procurement of officers through the ROTC program and procurement of minority group officers. More than $262,000 was spent within First Army, during FY 72 in the performance of this function. The FUSA Information Office is deeply involved in this program.

CONUSA SURVEY FORM

FUNCTIONAL AREA ROTC

NAME OF OFFICE ROTC Division, DCSOT

POINT OF CONTACT MAJ West

TELEPHONE 677-6070

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
6. Cadet Enrollment and Disenrollment	B	1-PMS and 4	1	1		This sub-function is a joint responsibility for processing of AG and DCSOT, ROTC student record files are maintained by AG while program management records and statistics are maintained in the ROTC Division of DCSOT. The actual enrollment and disenrollment decision are made by the individual Professors of Military Science or in exceptional cases by DA.
7. ROTC Basic/ Advanced Summer Training	all	1,2				This Summer Training Program is handled on a Task Force basis. Indiantown Gap Military Reservation (IGMR) is used for the Advanced Training and Fort Knox for the basic ROTC camp. The ROTC Division DCSOT conducts the advance planning required for the summer camps. After action reports are forwarded to CONARC.

G-I-B-3

CONUSA SURVEY FORM

FUNCTIONAL AREA ROTC

POINT OF CONTACT MAJ West

NAME OF OFFICE ROTC Division, DCSOT

TELEPHONE 677-6070

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
8. Army Orientation training for ROTC Cadets (AOT)	D, E	3				The FUSA obtains volunteers who have attended ROTC Advanced Camp who desire to participate in a two week orientation with TOE units. PMS's nominate and CONARC provides quotas. The ROTC coordinate actions with the individual installation, provides guidance and monitors progress.
9. ROTC Ranger Camp	B	1,3			1	The ROTC Ranger Camp training is conducted for selected volunteers in lieu of the ROTC Summer Camp. Although the Ranger training is given by Regular Army personnel a limited number of ROTC cadre is selected for use as evaluators.
10. ROTC Flight Instruction Program	B	1,3			1	Actual decision point for this program is the selection of qualified MSIV cadets and the selection of a qualified civilian contractors capable of conducting the program. The DCSOT Aviation and ROTC Divisions monitor the program. During school year 71-72 55 of the 89 Senior Division schools are providing training to 132 flight students in the program.

CONUSA SURVEY FORM

FUNCTIONAL AREA ROTC

NAME OF OFFICE ROTC Division, DCSOT

POINT OF CONTACT MAJ West

TELEPHONE 677-6070

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
11. ROTC Marksmanship Program	B	1-4			1-4	This program is established by DA in AR 145-1 with actual implementation conducted by the individual PMS's. The role of both CONARC and the CONUSA in one of promoting, managing and reporting results.
12. ROTC TDA's And	A,B	2-4			2	The FUSA maintains and modifies TDA's for Senior and Junior ROTC units. All TDA's are updated on an annual basis. DA establishes communcation plates for all ROTC units.
13. Cadet Subsistence Payments	B	4			4	Although DA establishes policy and provides the funds, the FUSA plays a significant role in implementation. The DCSOT and DCSCOMPT and the paying centers coordinate to program for allocate and pay required subsistence payments to ROTC scholarship and advanced course cadets. Pay is $100 per month

G-I-B-5

CONUSA SURVEY FORM

FUNCTIONAL AREA ROTC

POINT OF CONTACT MAJ West

NAME OF OFFICE ROTC Division, DCSCOT

TELEPHONE 677-6070

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
14. POI/Master Tng Schedule	B	1-3			1	The broad basic POI was established by CONARC in August 1970. The individual PMS's are required to develop their own implementing master training schedule. the ROTC Division reviews all master POI's to insure compliance with spirit of the POI. 89 separate Master Training schedules and the changes are reviewed within the FUSA. CONARC apparently takes no action since the schedules are not forwarded until October.
15. Airborne Tng for Army Senior ROTC Cadets	B	1-3			1	This program established by CONARC authorizes Airborne Training for Senior ROTC Cadets. More than 100 cadets participate each fiscal year. The FUSA DCSOT ROTC Division administers the program with actual orders prepared at the individual schools.

C-I-B-6

CONUSA SURVEY FORM

FUNCTIONAL AREA ROTC

POINT OF CONTACT MAJ West

NAME OF OFFICE ROTC Division, DCSOT

TELEPHONE 677-6070

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
16. Allocation of Draft Deferments	B	1			1	The AR 145-1 establishes procedures which allows draft deferments for ROTC students. Each PMS is responsible for actual implementation of the deferments. The FUSA DCSOT ROTC Division monitors and allocates deferments to the individual schools.
17. PMS Conference	B					An annual PMS conference is conducted at Fort Meade. The ROTC Division has primary staff responsibility for the conference.
18. ROTC Instructor Orientation Course	B					The ROTC Division DCSOT has primary responsibility for the conduct of the conference and development of the POI. The course is conducted annually at a host institution. CONARC receives an after action report.

G-I-B-7

CONUSA SURVEY FORM

FUNCTIONAL AREA ROTC

POINT OF CONTACT MAJ West

NAME OF OFFICE ROTC Division, DCSOT

TELEPHONE 677-6070

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
19. Annual Formal Inspection (AFI) and Annual Formal Inspection Conference	A	2			2	This is a major role for the DCSOT ROTC Division. All actions are taken by the FUSA to insure the inspections satisfy the requirements of AR 145-1. After action reports are submitted to CONARC.
20. Junior ROTC Advisory Council	B	2			2	The Junior Advisory Council was established in accordance with AR 145-2. The board is composed of representatives of participating institutions. The DCSOT ROTC Division coordinates all actions incident to the council.
21. Annual FUSA ROTC/NDCC Senior Army Instructor Conference	B	2			2	Per AR 145-2 the FUSA hosts the conference. Each school submits topics for discussion. ROTC DCSOT coordinates the conference.
22. Nomination of Instructor Group Officer	B	1,2-4			1,2-4	Negative decision can be made on all officers nominated for assignment to the PMS. DA can overrule but, this seldom happens. More than 200 records are reviewed annually by the ROTC Division.

G-I-B-8

CONUSA SURVEY FORM

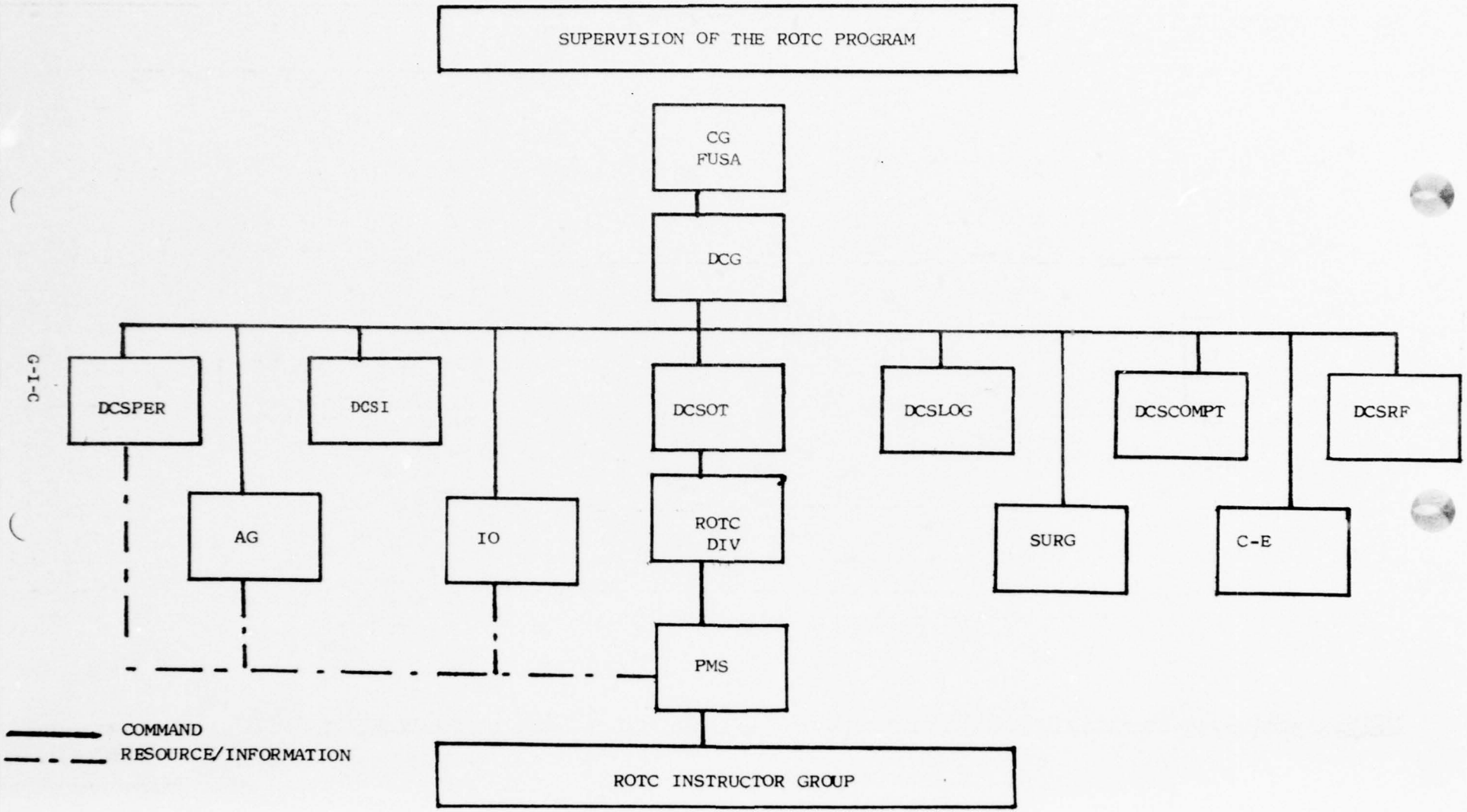
FUNCTIONAL AREA ROTC

POINT OF CONTACT MAJ West

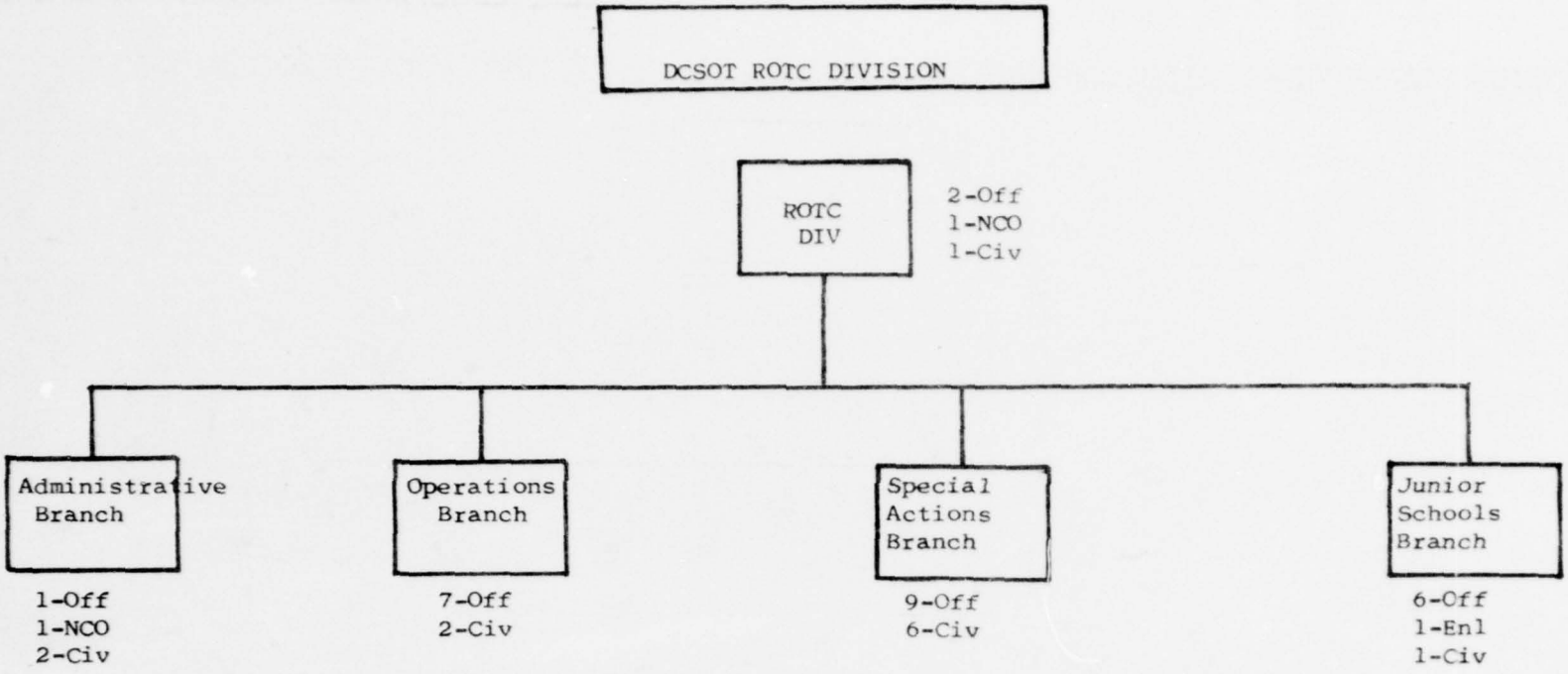
NAME OF OFFICE ROTC Division, DCSOT

TELEPHONE 677-6070

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
23. ROTC Instructor Group Officer Efficiency Report	A,B	2			2	The Chief ROTC Division is the rater for all PMS's. Approximately 530 re-reports are handled each year.
24. ROTC Reports and Statistics	B	None			None	The ROTC Division is responsible for the reporting system on all matters pertaining to the ROTC program. More than 265 reports are received by the ROTC Division each month. More than 1460 ROTC reports are received at FUSA each month and later forwarded to ROTC Division for statistical use.
25. ROTC Record Maintenance	B					The ROTC DCSOT is the office of record for all ROTC/NDCC correspondence. Records pertaining to all ROTC schools are maintained by this division.


SUPERVISION OF THE ROTC PROGRAM
CG
FUSA
DCG
DCSPER
DCSI
DCSOT
DCSLOG
DCSCOMPT
DCSRF
AG
IO
ROTC
DIV
SURG
C-E
PMS
COMMAND
RESOURCE/INFORMATION
ROTC INSTRUCTOR GROUP

G-1-C



RECAP

25 Officers
3 NCO
10 Civilians

FUSA
ROTC BUDGET
FY 72

	ACTIVITY	AMOUNT THOUSANDS
1.	ROTC Cadet Pay and Allowances	$5,680
2.	Scholarships	3,159
3.	Senior Division Operations	1,724
4.	Summer Camps	1,285
5.	Retired Administrative Instructors	366
6.	Flight Training	131
7.	Junior Division Operations	124
8.	Cadet Orientation	66
9.	Recruiting	231
	TOTAL	$12,766

G-I-E

FUNCTIONS
ROTC DIVISION

ROTC DIVISION

1. Coordinates operational and training matters pertaining to the establishment, disestablishment, conduct, and support of the ROTC/NDCC programs.

2. Provides advice and assistance on matters pertaining to ROTC/NDCC programs.

3. Administrative:

a. Performs office management, administrative, and supply tasks for the division.

b. Processes mail and distribution.

c. Serves as the office of record of the Headquarters on ROTC/NDCC matters; and maintains permanent records and office reference files pertaining thereto.

d. Coordinates clerical support, and performs intra-office personnel management services for all clerical personnel of the division.

e. Processes and coordinates the preparation of regulations and directives developed within the division.

f. Takes action on routine correspondence, inquiries, and requests for information pertaining to the ROTC/NDCC programs.

g. Collects and maintains files of brochures on Senior ROTC units.

h. Coordinates replies to Congressional and other correspondence or inquiries referred by the command group to the division for necessary action to include letters of congratulations and condolences.

OPERATIONS BRANCH

4. Serves as the primary point of contact for Professors of Military Science.

5. Provides staff supervision of the conduct of ROTC operations at colleges and universities.

6. Maintains liaison with college and university authorities, as required.

7. Coordinates and supervises the establishment and disestablishment of Senior ROTC units, and reviews and processes recommendations pertaining to maintenance of standards.

8. Prepares training reports and other data pertaining to present and future instructional requirements.

9. Plans and coordinates Annual Formal Inspections of ROTC/NDCC units in conjunction with Junior Schools/Special Actions Branch. Performs special annual inspections of Military Colleges which have only Army ROTC.

10. Reviews and evaluates the results of inspections of Senior Division, ROTC units.

11. Plans and conducts the Annual AFI/AGI Conference in conjunction with the Junior Schools/Special Actions Branch.

12. Plans and assists in the conduct of Annual PMS Conference.

13. Reviews continually the suitability of Senior ROTC instructional materials and curricula for on-campus instruction and recommends changes where appropriate.

14. Monitors enrollment, selection, retention, commissioning, and disenrollment of students in the Senior ROTC Program.

15. Takes necessary action on non-routine ROTC cadet personnel matters such as awards, waivers for enrollment, conviction for criminal offenses, interservice transfers, and compression of courses and similar matters.

16. Assists in the preparation and review of efficiency reports.

17. Monitors pass and leave requests for PMS.

18. Exercises Staff supervision of training program for active Army personnel assigned to Senior Division ROTC Instructor Groups.

19. Assists in planning and coordinating visits to Senior ROTC units by the Army Commander, the Deputy Army Commander, and Staff officers and representatives of this and higher Headquarters.

20. Reviews and approves on-campus program of instruction for Senior Division, ROTC.

21. Evaluates and recommends the development and procurement of training and educational materials for Senior Division ROTC procured from commercial sources.

22. Plans and conducts the Senior Division, ROTC Instructor Orientation Course.

23. Supervises the Senior Division, ROTC Reference Library Program.

24. Recommends changes to the Army Training Program for the Senior ROTC schools, and reviews and comments on changes prepared by higher Headquarters.

25. Monitors and assists appropriate Staff offices in the development and preparation of directives setting forth policies and guidance relative to personnel management, logistical operations, support by parent supply installations, local procurement of supplies and services, development of TDA's, physical security of government property, personnel security programs, cadet administration and similar matters.

26. Monitors the appointment of Army Property Officers of Senior Division ROTC detachments and the program for bonding ROTC units.

27. Monitors the proposed appointment of military personnel as Assistant Military Property Custodian for Senior Division ROTC.

28. Monitors the provisions for medical support of Senior Division ROTC Instructor Groups to include physical examinations of cadets.

29. Allocates deferment quotas.

30. Provides input to the First US Army Historical Report.

31. Coordinates current plans, policy, and related resource requirements for training activities conducted on-campus including the counterguerrilla/ranger program.

32. Coordinates the development and procurement of locally fabricated training aids and other instructional material, and coordinates the training aids support to Senior Division ROTC detachments.

33. Monitors nominations of Professors of Military Science and Assistant Professors of Military Science.

JUNIOR SCHOOLS/SPECIAL ACTIONS BRANCH

Special Actions:

34. Coordinates the development of requirements for administrative, personnel, and logistical support for Senior ROTC Instructor Groups, and advises and informs other branches of the ROTC Division of DCSOT, and other elements of the Army Headquarters of these requirements.

35. Allocates enrollment quotas.

36. Coordinates matters associated with the ROTC Scholarship Program to include formulating selection criteria, evaluating student progress, and recommending, in conjunction with PMS, withdrawal of assistance where appropriate.

37. Recommends, prepares, and monitors, as appropriate, awards to Active Army personnel and personnel of the institutions associated with the ROTC/NDCC program.

38. Conducts studies to develop long range plans for the ROTC/NDCC program.

39. Conducts continuing surveys, reviews, and analyses to evaluate the effectiveness of current and proposed programs.

40. Develops, maintains, and disseminates, as appropriate, statistical data on the administrative and operational aspects of the ROTC/NDCC programs to include: data on enrollment, selection, retention, production, disenrollment, interservice transfers, unit costs of graduates by institution, records of retention beyond obligated tours, performance of ROTC graduates at Officer basic courses, and similar related matters.

41. Provides coordinated input to the First US Army Historical Report.

42. Prepares and maintains the ROTC/NDCC Directory.

43. Compiles and collates data to be used as a basis for recommending the discontinuance of uneconomical units.

44. Monitors matters relative to procurement and wearing of uniforms and insignia by Senior ROTC cadets.

45. Develops current plans, policies, and related resource requirements for training activities conducted at summer camp.

46. Monitors and coordinates the conduct of pre-summer camp conferences to coordinate activities of supporting agencies.

47. Monitors and coordinates Staff supervision of the conduct of training at ROTC summer camps.

48. Plans and coordinates the visits of ROTC institutional representatives to summer camps.

49. Reviews after-action reports of ROTC summer camps and coordinates necessary follow-up action.

50. Reviews and approves programs of instruction for summer camp training.

51. Supervises the Army ROTC Flight Instruction Program.

52. Supervises the Army ROTC Marksmanship Program within First US Army in coordination with the Training Division, DCSOT.

53. Maintains liaison with the Information Officer, monitors the ROTC/NDCC information programs, and supervises the recruiting program.

54. Provides the Information Officer advice and data on the ROTC/NDCC programs to assist in the conduct of the ROTC/NDCC information program.

55. Coordinates briefings on the ROTC/NDCC program.

56. Plans and conducts minority recruiting activities with primary attention to the impacted minority cities and areas.

57. Advises information personnel on publicizing the accomplishments of minority leaders in the Army.

58. Establishes rapport and cooperation with minority leaders in the communities.

59. Provides assistance and advice to PMS in the accomplishment of enrollment objectives relevant to minority groups.

60. Advises the Army Commander and Staff on matters pertaining to minority enrollment efforts for ROTC.

Junior Schools

61. Maintains Junior ROTC/NDCC office reference files.

62. Collects and maintains file of brochures on Junior ROTC/NDCC units.

63. Serves as the primary point of contact for the Senior Army Instructors with Headquarters, First US Army.

64. Provides Staff supervision of the conduct of Junior ROTC/NDCC at the institutions.

65. Maintains liaison with institutional authorities.

66. Coordinates the development of requirements for administrative, personnel, and logistical support of Junior ROTC/NDCC units, and advises and informs other branches of the ROTC Division of DCSOT, and other elements of the Army Headquarters of the requirements.

67. Coordinates and supervises the establishment and disestablishment of Junior ROTC/NDCC units, and reviews and processes recommendations pertaining to maintenance of standards.

68. Prepares operational reports and related informational data concerning future student training requirements.

69. Plans and conducts Annual Formal Inspection of Junior ROTC/NDCC units in conjunction with Operations Branch, ROTC Division.

70. Reviews and evaluates the results of inspections, and makes recommendations concerning findings to include recommending appropriate awards to Junior ROTC/NDCC detachments.

71. Participates in the Annual AFI/AGI Conferences.

72. Plans and conducts the Annual Senior Army Instructors' Conference.

73. Plans and conducts the Annual JROTC/NDCC Advisory Council Conference.

74. Reviews continually the suitability of Junior ROTC/NDCC instructional materials and curricula and recommends changes where appropriate.

75. Coordinates enrollment and recommends establishment and disestablishment of Junior ROTC/NDCC units.

76. Assists in preparation of efficiency reports for Active Army personnel assigned to Junior ROTC.

77. Recommends appropriate awards to individuals of the Junior ROTC/NDCC detachments and personnel of the institution associated with the Junior ROTC/NDCC program.

78. Assists in planning and coordinating visits to Junior ROTC/NDCC units by the Army Commander, the Deputy Army Commander, and Staff officers and representatives of this and higher Headquarters.

79. Reviews and approves the master training schedule for Junior ROTC/NDCC units.

80. Evaluates and recommends the development and procurement of training and educational materials procured from commercial sources for JROTC/NDCC.

81. Plans and conducts the Junior ROTC/NDCC Instructor Orientation Course.

82. Supervises the Junior ROTC/NDCC Reference Library Program.

83. Recommends changes to the Army Training Program (ATP) for the Junior ROTC/NDCC programs, and reviews and comments on changes proposed by higher Headquarters.

84. Monitors TDA development for the Junior ROTC/NDCC program.

85. Coordinates administrative and logistical support for JROTC/NDCC training activities.

86. Briefs school heads and school boards concerning establishment of Junior ROTC programs.

87. Provides input to the First US Army Historical Report.

APPENDIX II - ROTC SUPPORT

1. AR 710-2 and 145-1 provide the basis for support to the individual ROTC units. In essence, both regulations state that ROTC/NDCC units will be satellited on the nearest Class I installation where practical. The AR also state that actual support assignments will be made by the major subordinate commands (CONUSA).

2. The FUSA has published detailed implementating guidance to the above mentioned AR in FUSA Reg 11-6 and 1A Supplements to AR 145-1. In general, ROTC units receive support on a geographical area basis. After reorganization these assignments should remain in effect so as to preclude any disruption in support to the ROTC Program.

3. This survey has confirmed the conclusions developed during the survey of Army installations. Although detailed analysis has not been completed at this time, it appears that actual support to ROTC/NDCC units should continue to be provided by the nearest Class I installation and that the Area Support Program should be managed by the Force Command through its Area Commands. This arrangement because of the number of ROTC installations involved, is particularily important during ROTC Summer Training and special training courses.

administrative and logistical support from his nearest military installation. All things considered, he is rated on his ability to recruit. Cooperate with the total school program, and in the production of commissioned officers.

APPENDIX III - ROTC GENERAL DISCUSSION

1. Today's environment for the Reserve Officer Training Corps (ROTC)/National Defense Cadet Corps (NDCC) Program is drastically different from that encountered during the last 25 years of the ROTC Program. College students no longer have the draft as a motivating force to cause them to join the ROTC Program. ROTC is not a required subject on most college campuses. These attitude changes have resulted in a steadily declining production of ROTC graduates during the past four years and has caused the creation of new techniques and increased emphasis to be placed on the program. The college environment and negative attitudes toward the ROTC are not expected to change significantly during the next few years.

2. In October 1964, Congress recognized the changing environment and passed a new law governing the ROTC Program. This law, which is referred to as the "ROTC Vitalization Act" contains provisions for scholarship assistance, ROTC Flight Training Program and other benefits to enhance the ROTC Program.

3. The declining number of ROTC students and the changing attitudes toward the ROTC Program has caused DA to become more active in the ROTC Program since 1964. The DA DCSPER since assuming responsibility for ROTC management from the DA DCS Reserve Forces has created many new programs to make the ROTC more attractive for the college student. These special programs are provided in broad general terms leaving latitude for local innovation. Feedback to DA DCSPER comes through command channels and is normally after the fact reporting. The DA directives clearly establish the roles of CONARC as a conceptual role and assigns the functional implementation role to the Continental US Armies (CONUSA) (major subordinate commands).

4. Although a 1 February 1972 FUSA review indicated that the CONUSA organization structure for ROTC management varies widely, our discussions indicated that actual role of the CONUSA and relationships with DA, CONARC, installations and Professors of Military Science (PMG) are basically the same.

5. At the FUSA, the Commanding General considers the ROTC Program a major mission and has placed command emphasis to insure its success. The Deputing Commanding General devotes a majority of his time to monitoring and visiting the institutions involved in the ROTC Program. The FUSA plays an area staff management role for DA and CONARC in assisting the 89 Senior and 59 Junior and NDCC spread throughout 15 states and the District of Columbia. The FUSA and the PMS have very little contact with DA. The contact with CONARC is also minimal and primarily relates to providing telephonic information, clarification of reports submitted or in matters pertaining to projects that cross Army area boundaries.

6. The role of the Professor of Military Science (PMS) consists of three basic functions. He must actively recruit ROTC students, develop the program of instruction within the broad guidelines established by CONARC and administer the program for that particular school. His staff, including instructors, very seldom exceeds eight active duty personnel. With exception of reports, telephone calls and the two or three visits by liaison officers each year, he has no requirements to see CONUSA, CONARC, or DA personnel. He does require and receives

APPENDIX IV - DISCUSSION OF ALTERNATIVES

1. Based on this review of the FUSA, and knowledge of objectives of the proposed reorganization, the ROTC Program can continue to operate after the reorganization with no new problems. Although the analysis of the data collected will be conducted later, several factors are known. We now know that the role of the PMS and support to his mission must not be changed if at all possible. We also have learned that the geographical separation, civilian environment, new programs, summer training, and special training require some type of area coordinator for the ROTC Program. Another significant factor to be considered is the fact that the broad training guidance to each PMS is provided only once a year and that actual implementation and development of a detailed Program of Instruction (POI) is a responsibility of the PMS. We have also learned that the administration of the total program requires direct general officer influence and administration on an area basis.

2. ROTC/NDCC Program management consists of three basic functions:

a. Administrative and logistical support.

b. Curricula for on campus instruction to include doctrine.

c. Staff management and supervision of operational and training matters pertaining to the day to day operation of the ROTC/NDCC Programs.

3. The functional study of Installation Management reveals that the role of the installation commander is solely administrative and logistical support for both ROTC Cadets and Active Army personnel assigned to ROTC Detachments. In addition, selected installation commanders provide necessary support for the conduct of ROTC summer training camps. The installation commander is not involved in the functions pertaining to curricula for campus instruction and day to day management and supervision of ROTC operational and training matters. Therefore, to decentralize the ROTC function to the installation commander on an area mission basis will create a need to staff for the mission at installation level and would have a major impact upon the role of the installation commander and the ROTC function.

4. If the function of ROTC management is given to the Doctrine and Training (D&T) Command under the reorganization, which is logical alignment in terms of mission, the problem becomes one of day to day supervision of the more than 1000 ROTC/NDCC detachments spread across the United States. To accomplish this supervision under the D&T Command would require the utilization of the CONUSA/Area Commands.

5. If the function of ROTC management is given to the Force Commands and further delegated to the CONUSA/Area Commands, then the problem of day to day management is solved but produces the problem of doctrine and curricula development for on campus instruction.

6. A split of functions could be accomplished whereby the PMS is supervised by the D&T Command for curricula matters and the Force Command through the CONUSA/Area Commands for day to day management and supervision of operational and training matters. This approach would require cual staffing at higher command level, dual budgeting by both major commands and would still leave the D&T Command without a method of managing ROTC matters except through the installation commanders.

7. In view of the above, it now appears that the most favorably method of managing ROTC, would be to assign the total mission and resources to the Force Commander. This decision would require the transfer of responsibility from the Force Command to the three CONUSA/Area Commanders. To assure that the PMS works for a single manager, and still has the ability to communicate curricula content desires, a method of technical channels should be established.

8. Questions to be analyzed during the next phase of the study are the past, present and future roles of the ROTC. Will the ROTC concept return to the primary role of training officers for the Reserves or will the Active Army continue to have a significant requirement for ROTC graduates? Can the ROTC Program be intergrated into the Reserve Component management structure and still be effective?

ANNEX H - AREA SUPPORT

1. The survey of FUSA HQ confirmed the analysis made of the Installation Management functions pertaining to Area Support. It was also found that, in most cases, AR (i.e., 710-2 and 145-1) direct installation commanders to provide support to units and activities located within their assigned area. Actual area assignments are made by the Army commanders.

2. A 3-hour briefing was presented by various FUSA staff sections which indicated that no personnel can be specifically identified to the Area Support function but that all staff sections monitor the individual programs. The FUSA considers Area Support by individual subfunctional (laundry, commissary, etc) responsibilities and workload is based on that breakout. The FUSA does have a single regulation, IA Regulation 11-6, that ties the entire Area Support Program together. In this regulation, individual installations are assigned specific support responsibilities by unit for a given geographical area.

3. The FUSA DCSLOG operates the Defense Retail Interservice Logistics Support (DRILS) program (AR 700-39) and acts as the Area Coordinator for two geographic areas. He provides representation to the Area Coordination Group as shown at Tab A. The DOD is not placing increased emphasis on reducing all unnecessary expenditures. The DRILS Program has also been expanded to include Commercial and Industrial Activities (CITA) Programs, Domestic Action Programs, Civil Disturbances, and other common governmental related programs.

4. As determined during the Installation Management Survey, the FUSA classifies Area Support as support provided by:

a. Geographical assignment.

b. Terms of Inter-Intra Service Support Agreements.

c. Authority of DOD/DA directives.

5. In summary, the type II organizational best fits this unique multifunctional program because of the need to use the Area Commands to reduce the geographical separation between headquarters and the need for an overall coordinated program.

Appendix
I - FUSA Area Support

332

Report of Visit
Defense Retail Interservice Logistics Support (DRILS) Meeting
Naval Station, Norfolk, Virginia

1. Date of Report: 15 November 1971.

2. Submitted By: Mrs Wanda J. Sullivan

3. Section and Branch Represented: DCSLOG, Logistics Management Division, Management Branch.

4. Authority: VOCG

5. Period of Visit: 10 - 12 November 1971

6. Purpose of Visit: To attend the annual meeting of Area Coordination Group (ACG) II in support of the DRILS Program, hosted by the Commandant, Fifth Naval District, Norfolk.

7. Personnel Contacted: N/A. Roster of attendees is listed as inclosure.

8. Discussion of Details of Visit:

a. Rear Admiral J. O. Cobb, Commandant, Fifth Naval District, made the welcoming remarks. Although he could not stay for the meeting, he assured the group that he would be briefed in detail by Cdr Rosthe, Chairman, Area Coordination Group II.

b. Mr. Ralph H. Beverly, DOD Project Officer, DRILS Program, addressed the group and pertinent comments follows:

(1) A revised DRILS Manual DEAM 4140.4 will be published by the first of the year. The revision will:

(a) Change and strengthen the basic policies and procedures of DRILS.

(b) Require mandatory participation of all parties at all levels.

(c) Require command accountability for non-participation.

(d) Establish a "Support Coordinator" position to be responsible for the program in each major command. The "Support Coordinator" will have to be involved with Interservice Support Agreements, RPMA, CITA, Domestic Action Programs and other related activities.

(e) Reporting of Interservice Support Agreements (ISSAs) will be changed. Savings achieved, by utilizing ISSAs, for manpower and resources, will have to be reported. Major commands will review reports more closely.

223

(f) Emphasis is to be placed on Interservice support rather than in-house or commercial. AR 235-5, Commercial and Industrial Activities (CITA) Programs, must be adhered to in order to determine which source to choose. The CITA Program requires a cost analysis of each method of performance. It is believed that Interservice Support will prove to be the least costly to the government.

(g) ISSAs will have to reflect savings accrued through their use; or give rejection criteria, i.e., if a support activity refuses to support, they must give reasons for rejection to the major command, and agreement can go as far as I&L for decision.

(2) Reduction in resources will <u>not</u> be applied to receiver of support.

(3) Closer coordination with non-DOD activities, other Federal Agencies, is to be stressed. Agencies such as GSA, HEW, have a great deal to offer, and DOD Departments have a great deal to offer other Federal Agencies. Efforts should be made to become acquainted with all the Federal Agencies in your area, and to make a point of contact. One very good way is through the Federal Executive Board and the Federal Executive Association (FEA).

In the Greater Tidewater, Virginia, area their FEA consists of 26 top executives, Army, Navy, Air Force, IRS, GSA, DEA, AMC, HEW, etc., they work together and coordinats projects of common interest such as, Civil Disturbances, Equal Opportunity, and Drug Abuse. Area Sub-Group Chairman should contact the FEA in their area and familiarize it with the support facilities available and encourage mutual beneficial agreements. The FEA has high level interest from the White Houre.

c. Cdr Rothe solicited remarks and comments from attendees. Following is a consenous of problems and solutions:

(1) The biggest hinderance to the DRILS Program is the lack of command interest. The revised DEAM 4140.4 should help correct this situation.

(2) The Area Coordination Group has no authority to direct participation and cooperation. They have the responsibility without adequate authority. This problem has been recognized by DOD and action to establish command channels has been taken in the revised manual. DOD I&L will direct the program with DEA next in line, major commands on down to installation/activity level.

(3) The number of support agreements terminated through base closures and reductions in force are negligible. Where one has been terminated, another takes its place.

(4) Austere funding seems to be a common problem and appears to be with us for a long time. Everyone needs to get as much help as possible. Interservice Support could be an answer.

(5) Each Group Chairman agreed that more authority was needed in order to do a better job. In each case, being Chairman was an additional duty. All felt that in order to really succeed, an individual should be full time, with authority to direct.

(6) DEA requested items of interest for the DRILS Newsletter, to be sent to DEA Hq, ATTN: DEAZ-SIR, Cameron Station, Alexandria, VA 28314. Problems solved by use of interservice agreements considered to be the major item of interest.

9. Observations and Conclusions: More authority needed by Area Coordination Group. Little Command interest presently. Austere funding should cause more interservice and inter-agency support agreements. Closer communication needed between Federal Agencies and the Armed Services. Biggest problem is how to determine what support is non-reinbursable, and what is reinbursable. Actual agreements usually start at grass roots level. Everyone appeared to want to receive non-reimbursable support and to give reimbursable support.

10. Recommendations: None.

11. Government quarters were not utilized.

1 Incl
as

WANDA J. SULLIVAN

ANNEX I - COMMAND RELATIONS

1. The command relationships of the FUSA to subordinate units are strongly influenced by the geographical area mission assigned to FUSA. The CG, FUSA is given the appropriate command authority or support mission to fill in any voids which exist in relationship to all US Army troops, installations or activities within the FUSA geographical area.

2. Additionally, the CG, FUSA has specific mission responsibilities for:

a. Combat readiness of deployable forces.

b. US Army Reserve (USAR).

c. Army National Guard (ARNG).

d. Reserve Officer's Training Corps (ROTC) and National Defense Cadet Corps (NDCC).

3. In the execution of these missions the two Deputy Commanding Generals split the mission responsibilities as described below, with the DCG Reserve Forces handling 2b and c and the DCG handling 2a and d, plus a major portion of the geographical area responsibilities.

a. The DCGRF assists the CG in the command of USAR units, USAR schools, Army Reserve and ARNG Advisory Groups, and in all other other aspects of his Reserve Components mission, to include the supervision for the training of the Army National Guard in the FUSA area and in the Military District of Washington. He is responsible for monitoring the overall program for unit training and operational readiness of the Reserve Forces in the FUSA area within established policies and procedures. For USAR, his responsibilities include organization, planning, personnel support, logistical support, and material readiness, inspections, tests, AT, exercises, readiness status, and reports. For USARNG, his responsibilities include training planning, support for training at home station and AT within established policies, exercises, maneuvers as appropriate, and inspections.

b. The DCG is responsible for monitoring the overall program for training of individuals at the replacement training centers established at Fort Dix, NJ, and at Fort Knox, KY; for monitoring the overall program for unit training and operational readiness of Active Army units assigned to this Army; for monitoring the ROTC/NDCC program; and for monitoring all plans pertaining to mobilization expansion, land defense, military assistance to the civil authority, survival, continuity of operations and support to other commands under any war conditions. This responsibility includes but is not limited to organization, planning, personnel support, logistical support, and materiel readiness; it also includes inspections, tests, exercises, readiness status, and reports.

4. The relationship between the CG, FUSA, and the subordinate commands is best explained by the efficiency report rating system explained in Appendix I, Tab C.

5. Four unique situations are described in Appendix 2, with summarizations of the Memoranda of Understanding between the CG, FUSA and the commanders of Fort Monmouth, Aberdeen Proving Ground, Carlisle Barracks, and West Point.

Appendices
I - Chain of Command
II - Unique Situations

APPENDIX I - CHAIN OF COMMAND

1. General

a. The CG, FUSA is concerned with everything which pertains to his command. He travels extensively but is usually limited to quick trips. On an area basis, he exercises General Court-Martial jurisdiction over all Army activities which do not have special arrangements. No guiding principle has been established and many of the relationships have been developed ad hoc. However, if an installation is commanded by a general officer, GCM jurisdiction is normally delegated to that installation commander for his resident units and those in the vicinity of the installations, including MAC and ARADCOM units. Carlisle Barracks is an exception.

b. In the performance of their missions, the DCGRF and the DCG, who has the ROTC mission, are traveling 35 to 40% of the time. The Chief of Staff who is the junior of the three Major Generals, rarely travels.

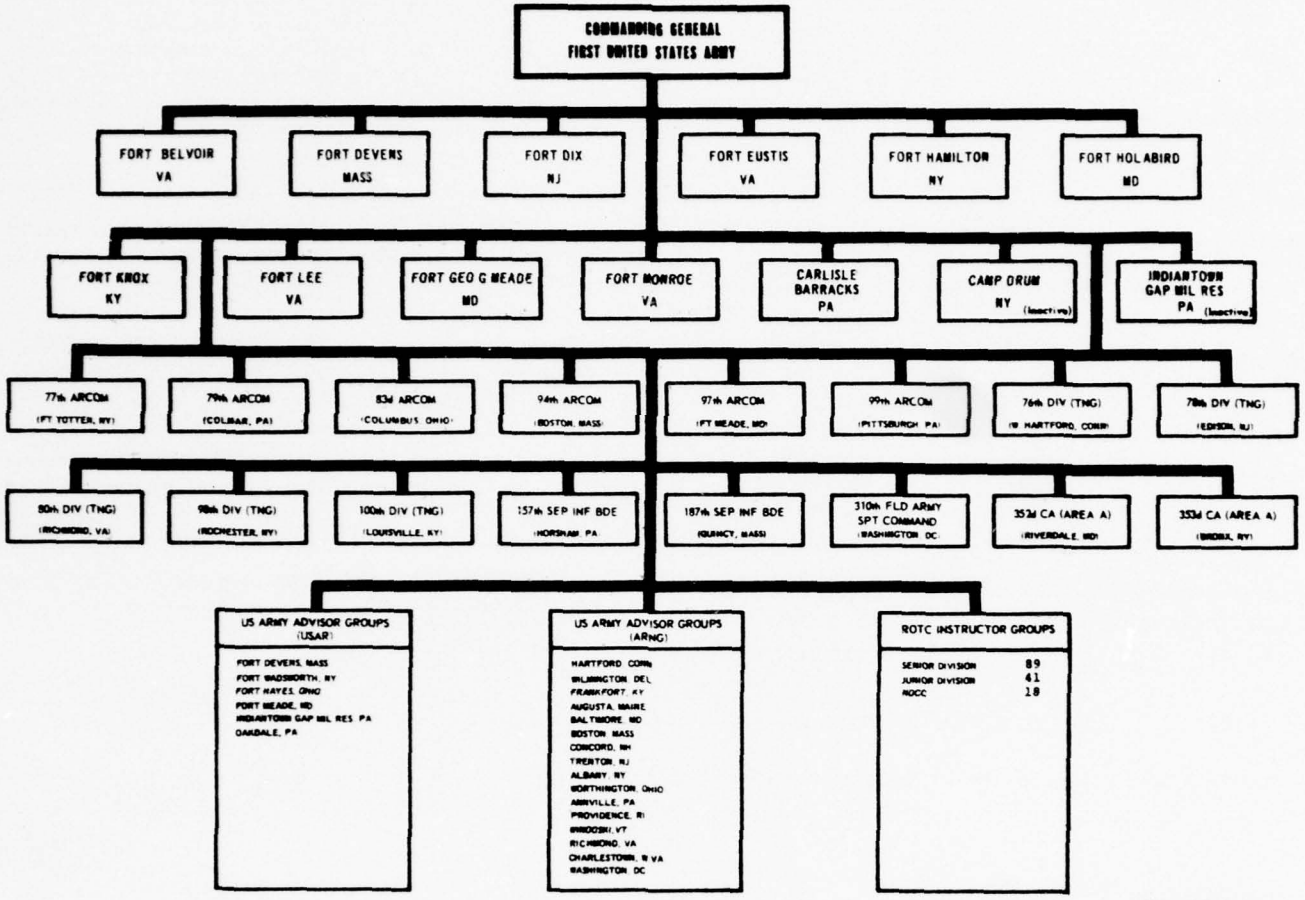
c. Over simplifying the FUSA relationship to its installations, the FUSA coordinates the activities of the installations within the FUSA geographical area and fills in those areas where an installation lacks expertise; e.g., comptroller activities or BASOPS.

d. Personnel requirements for the Command Group are more related to the size of the Command structure than to the mission of the headquarters. If the ROTC mission were assigned to the D&T Command, however, it is possible that only one DCG would be required. Present staffing is as follows:

	Officers	WO	EM	CIV	TOTAL
(1) Office of the CG	3	0	2	1	6
(2) Office of the DCG	2	0	0	1	3
(3) Office of the DCGRF	2	0	0	1	3
(4) Office of the C/S	2	0	0	2	4
(5) Office of the SGS	4	1	5	2	12
	13	1	7	7	28

Tabs
A. FUSA Command Structure
B. Chart
C. Efficiency Report System

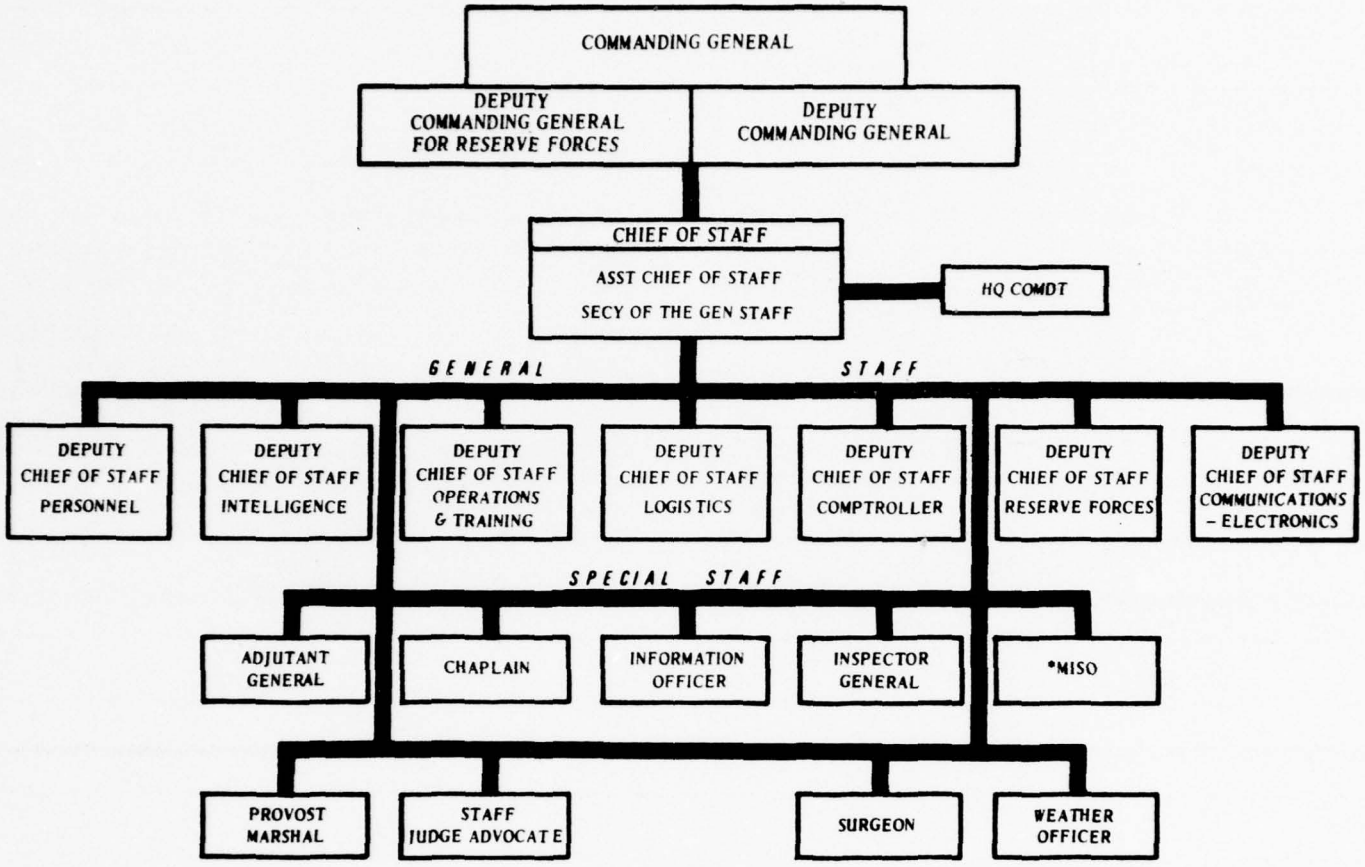
FIRST UNITED STATES ARMY COMMAND STRUCTURE



AS OF 1 MARCH 1972

DEPUTY CHIEF OF STAFF, COMPTROLLER

HEADQUARTERS FIRST UNITED STATES ARMY



[redacted]

*MANAGEMENT INFORMATION SYSTEMS OFFICER

EFFICIENCY REPORT SYSTEM

1. Installations. Tab A displays the installations, General Officer Commands, Advisory Groups, and ROTC Instructor Groups which are commanded by the FUSA CG. To further illustrate this command chain, the following explanation of the efficiency report rating system is offered below.

a. The CG of Forts Knox and Belvoir are rated by the CG, FUSA and indorsed by the CG, CONARC, because they are both schools and centers for combat arms and combat support, respectively.

b. The CG of Forts Eustis and Lee, which are also centers and schools, are rated by the CG, FUSA and indorsed by the DCG, CONARC, because they are combat service support oriented.

c. The Commandants of the Signal School, Ordnance School, and Chaplain's School are rated and indorsed by CONARC (DCSIT) with a letter attached from the CG, FUSA, because they are CONARC Class I activities (Tabs A and B of Appendix 2 for Fort Monmouth and Aberdeen Proving Ground).

d. The CG of Forts Devens and Dix, as well as CO of Forts Meade and Hamilton are rated by the DCG, FUSA, and indorsed by the CG, FUSA.

e. Fort Holabird, although still listed as a Class I installation, is treated as a subpost of Fort Meade. The CO of Fort Holabird, therefore, is rated by the CO, Fort Meade and indorsed by the DCG, FUSA.

f. Fort Monroe is unique in that it serves as the Headquarters for CONARC. Therefore, the CO, Fort Monroe is rated by the Chief of Staff, CONARC and indorsed by the CG, CONARC. The CG, FUSA provides a letter evaluation.

g. The CO of Camps Pickett and Hill, which are inactive subinstallations of Fort Lee, are rated by the CG, Fort Lee. The DCG, FUSA indorses the report because of his special interest in those two installations.

h. The CO of IGMR is rated by the DCG, again because of his special interest in ROTC, and indorsed by the CG, FUSA.

i. The CO of Camp Drum is rated by the DCGRF, because of its close association with Reserve Component Training, and indorsed by CG, FUSA.

j. The CO of other subinstallations are rated by the commander of their parent installation and indorsed by the DCG, FUSA.

2. General Officer Commands.

a. The CG of the six ARCOM, five Training Division, one FASCOM, two separate Infantry Brigades, and two Civil Affairs Commands are normally rated by the DCGRF and indorsed by CG, FUSA. However, because of their seniority, the CG of the 77th ARCOM, 79th ARCOM, and 42d Infantry Division are rated by the CG, FUSA and indorsed by the DCG, CONARC.

b. The CO of Hospital Centers and other appropriate USAR subordinate commands are rated by their parent ARCOM commander and indorsed by the DCGRF.

3. US Army Advisor Groups. The US Army Advisor Groups, both USAR and ARNG, are rated by the DCSRF and indorsed by the DCGRF.

4. ROTC Instructor Groups. The Professors of Military Science are rated by the Chief of the ROTC Division or the Deputy Chief of Staff for Operations and Training, depending on their relative seniority, and indorsed by the DCG, FUSA.

5. Medical Activities. Chiefs of Medical Activities follow their respective installation's normal rating system. However, the CO at Kirk Army Hospital, Aberdeen Proving Ground, and Patterson Army Hospital, Fort Monmouth, are rated by the installation commander and indorsed by the Chief of Staff, FUSA. The CO, FUSA Medical Laboratoty, is rated by the FUSA Surgeon and indorsed by the Assistant Chief of Staff.

APPENDIX II - UNIQUE SITUATIONS

Four installations within the FUSA geographical area have unique agreements with HQ FUSA for support.

a. Fort Monmouth is an Army Materiel Command Installation (Electronics Command) with the US Army Signal Center and School, a CONARC activity, as a major tenant. Support functions now provided by FUSA should be transferred to the D&T Command, the installation or both. Radio frequency management should remain an area function.

b. Aberdeen Proving Ground is an Army Materiel Command installation (Test and Evaluation Command) with the US Army Ordnance Center and School, a CONARC activity, as a major tenant. Support functions now provided by FUSA should be treated in a manner similar to Fort Monmouth.

c. Carlisle Barracks is a FUSA installation with the US Army War College, a DA (DCSPER) Class II activity, as a major tenant. Carlisle Barracks will no longer be a FUSA installation after reorganization, it may be assigned to the D&T Command or be redesignated a Class II installation under DCSPER. In the latter case certain support functions still would be required from one of the major commands.

d. West Point is a DA (DCSPER) Class II installation which receives certain administrative and logistical support from FUSA. Support functions now provided by FUSA should be restudied and provided by those agencies directly concerned with a specific type of support.

Tabs
A - Fort Monmouth
B - Aberdeen Proving Ground
C - Carlisle Barracks
D - West Point

FORT MONMOUTH

Location: Red Bank, New Jersey

Type Installation: Class II (Active) (Permanent)

Major Mission: Provide supporting services normally associated with the operation of an Army installation, for all US Army Electronics Command elements located at Fort Monmouth and at other locations as assigned. Provides similar services to other tenants as authorized by appropriate authority.

Command Relationship:

a. Fort Monmouth is under the jurisdiction of the United States Army Materiel Command.

b. The US Army Signal Center and School is a Class I activity under the command jurisdiction of the CG, CONARC and is a major tenant at Fort Monmouth.

c. First US Army provides administrative and logistical support to the US Army Signal Center and School. Attached is a listing of support provided.

d. The First US Army Medical Department Activity located at Fort Monmouth is under the staff supervision of the Surgeon, this headquarters. The Medical Department Activity Commander reports directly to the Commanding General, Fort Monmouth, and is responsible for health services within that command.

US ARMY SIGNAL CENTER AND SCHOOL
ADMINISTRATIVE AND LOGISTICS SUPPORT

ADMINISTRATIVE

1. Administers the Comptroller Civilian Career Program.

2. Administers the Management Improvement Program which includes the Work Measurement, Work Simplification and Zero Defects Programs.

3. Administers the Reports Control and Committee Management Programs.

4. Provides program guidance for internal review and audit functions.

5. Receives and reviews quarterly reports concerning participation in the Savings Bond Program and issues awards when appropriate.

6. Provides financial management reporting services.

7. Takes final action by authority of the Secretary of the Army on those reports of survey beyond the authority of the US Army Signal Center and School.

8. Provides funding support. Control of the school mission funds is exercised by HQ CONARC.

9. Processes automatic data processing equipment requests and maintains an inventory of all such equipment.

10. Provides administrative support in the area of manpower management.

11. Provides assistance in religious matters when so requested.

12. Processes enlisted requisitions and surplus reports.

13. Provides military personnel management except for officer requisitioning which is direct from the School to HQ CONARC.

14. Observes and advises on all matters pertaining to the Women's Army Corps.

15. Provides supervision and direction of the Equal Employment Opportunity Program.

16. Provides technical guidance and assistance relating to special services when requested.

17. Provides supervision and direction of Safety Program.

18. Programs goals and monitors General Educational Development of military personnel.

19. Reviews Book Department budgets and financial statements (NAF).

20. General courts-martial jurisdiction has been transferred by attachment to Fort Monmouth.

LOGISTICS

1. Provides technical advice and assistance within the engineer area upon request.

2. Provides technical advice and assistance within the maintenance area upon request or as deemed necessary.

3. Processes and evaluates the Army Maintenance Management System (TAMMS) reports submitted in accordance with TM 38-750 and TM 38-750-1.

4. Provides food advisory services and assistance to Army school troops on a schedule basis.

5. Provides inspection services of property books. (Requested by US Army Signal Center and School).

6. Provides assistance in securing school equipment when requested.

OTHER

1. Assists in the engineering and repair of educational TV cable when requested.

2. Provides audio-visual services.

3. Assigns radio frequencies.

4. Provides quotas and funds for school training of staff and faculty of the US Army Signal Center and School.

5. Provides a class one training aids center under the operating control of the US Army Signal Center and School.

ABERDEEN PROVING GROUND

Location: Aberdeen, Harford County, Maryland

Type Installation: Class II (Active) (Permanent)

Major Mission: Operate Aberdeen Proving Ground, a Class II installation in accordance with existing regulations, or as directed by the CG, US Army Test and Evaluation Command (USATECOM). Provide administrative and logistical support and technical advice to tenant activities and other governmental agencies. Perform other services as directed by the CG, USATECOM.

Command Relationship:

a. Aberdeen Proving Ground is under the jurisdiction of the United States Army Materiel Command. (Industrially funded)

b. The US Army Ordnance Center and School is a Class I activity under the command jurisdiction of the CG, CONARC and is a major tenant at Aberdeen Proving Ground.

c. First US Army provides administrative and logistical support to the US Army Ordnance Center and School. Attached is a listing of support provided.

d. The First US Army Medical Department Activity located at Aberdeen Proving Ground is under the staff supervision of the Surgeon, this headquarters. The Medical Department Activity Commander reports directly to the Commanding Officer, Aberdeen Proving Ground and is responsible for health services within that command.

US ARMY ORDNANCE CENTER AND SCHOOL

ADMINISTRATIVE AND LOGISTICS SUPPORT

ADMINISTRATIVE

1. Administers the Comptroller Civilian Career Program.

2. Administers the Management Improvement Program which includes the Work Measurement, Work Simplification and Zero Defects Programs.

3. Administers the Reports Control and Committee Management Programs.

4. Provides program guidance for internal review and audit functions.

5. Receives and reviews quarterly reports concerning participation in the Savings Bond Program and issues awards when appropriate.

6. Provides financial management reporting services.

7. Takes final action by authority of the Secretary of the Army on those reports of survey beyond the authority of the US Army Ordnance Center and School.

8. Provides funding support. Control of the school mission funds is exercised by HQ CONARC.

9. Processes automatic data processing equipment requests and maintains an inventory of all such equipment.

10. Provides administrative support in the area of manpower management.

11. Provides assistance in religious matters when so requested.

12. Processes enlisted requisitions and surplus reports.

13. Provides military personnel management except for officer requisitioning which is direct from the School to HQ CONARC.

14. Provides supervision and direction of the Equal Employment Opportunity Program.

15. Observes and advises on all matters pertaining to the Women's Army Corps.

16. Provides technical guidance and assistance relating to special services when requested.

17. Programs goals and monitors General Educational Development of military personnel.

18. Provides supervision and direction of Safety Program.

19. Reviews Book Department budgets and financial statements (NAF).

20. Exercises general courts-martial authority including supervisory authority over inferior courts-martial and Article 15 appellate authority.

LOGISTICS

1. Provides technical advice and assistance within the engineer area upon request.

2. Provides technical advice and assistance within the maintenance area upon request or as deemed necessary.

3. Processes and evaluates the Army Maintenance Management System (TAMMS) reports submitted in accordance with TM 38-750 and TM 38-750-1.

4. Provides appropriated fund support to finance approximately 85% of the operating costs of the Commissary Store.

5. Provides food advisory services and assistance to Army school troops on a scheduled basis.

6. Provides assistance in securing school equipment when requested.

OTHER

1. Assists in the engineering and repair of educational TV cable when requested.

2. Provides audio-visual services.

3. Assigns radio frequencies.

4. Exercises technical supervision over the operation of the photo facility.

5. Provides quotas and funds for school training of staff and faculty of the US Army Ordnance Center and School.

6. Provides a class one training aids center under the control of the US Army Ordnance Center and School.

7. Monitors the Army Resources Conservation Program (RECON) within the area of General Management Improvements (sub-area Automatic Data Processing). NOTE: Management Information Systems Office (MISO), this headquarters, monitors.

CARLISLE BARRACKS

Location: Carlisle Barracks, Pennsylvania

Type Installation: Class I (Active) (Permanent)

Major Mission: To perform administrative, intelligence, operational, financial, managerial, legal, logistical and medical functions necessary to operate Carlisle Barracks, and to provide administrative and logistical support to the US Army War College and other tenants located thereon.

Command Relationship:

a. Under the command jurisdiction of the Commanding General, First US Army.

b. First US Army Medical Department Activity - US Dunham Army Hospital.

c. The US Army War College is a Class II activity (tenant) under the command jurisdiction of the Deputy Chief of Staff for Personnel, Department of the Army.

Special Relationship:

The Commandant of the US Army War College commands the US Army Garrison, Carlisle Barracks, through the Deputy Installation Commander. The senior officer position authorized on the US Army Garrison TDA is designated as the Deputy Installation Commander.

Attached for the CG is a copy of Memorandum of Understanding between Commanding General, First US Army and the Commandant, US Army War College.

I-II-C

MEMORANDUM OF UNDERSTANDING
BETWEEN
COMMANDING GENERAL, FIRST US ARMY
AND THE
COMMANDANT, US ARMY WAR COLLEGE

This document, when authenticated by the Commanding General, First US Army and the Commandant, US Army War College, constitutes a memorandum of understanding between parties concerned and shall remain in force until such time as its termination is directed by or agreed upon by higher authority.

Carlisle Barracks is a Class I installation under the command jurisdiction of the Commanding General, First US Army. Carlisle Barracks has been redesignated a Type C installation under AR 10-10 (Class I Installation Organization) as authorized by letter, Department of the Army, FOR OT, subject: Type Designation of Carlisle Barracks, dated 10 June 1970, and by letter, Headquarters United States Continental Army Command, ATFD-MCD-MC, subject: Type Designation of Carlisle Barracks, dated 30 July 1970.

The mission of Headquarters Carlisle Barracks is to perform administrative, intelligence, operational, financial, managerial, legal, logistical and medical functions necessary to operate Carlisle Barracks, and to provide administrative and logistical support to the United States Army War College, United States Army Combat Developments Command Institute of Advanced Studies, United States Army Strategic Communications Command (Carlisle Barracks Telecommunications Center), United States Army Military History Research Collection, and all Class I installation tenants located thereat as currently prescribed in written support agreements. Additionally, Headquarters Carlisle Barracks will provide administrative and logistical off-post support as directed and documented in First US Army Regulation 11-6 (Off-Post Support Assignments), dated 2 January 1970, as changed.

The senior officer position authorized on the US Army Garrison TDA is designated as the Deputy Installation Commander. The Commandant of the US Army War College will command the US Army Garrison, Carlisle Barracks, through the Deputy Installation Commander. In the event of the death, disability or temporary absence of the Commandant, the Deputy Installation Commander (or in his absence, the next senior officer on the US Army Garrison TDA present for duty and not otherwise ineligible) will assume command of the US Army Garrison, Carlisle Barracks as acting commander. In his capacity as Garrison Commander, the Commandant of the US Army War College will be responsible to and under the command of the Commanding General, First US Army. Officer Efficiency Report channels are as follows:

	Rater	Indorser
CG, Carlisle Barracks	Rated and indorsed at HQ DA See NOTE.	
Deputy Installation Commander	CG, Carlisle Barracks	DCG, First US Army

NOTE: Upon request, written comments will be furnished by CG, First US Army under provisions of paragraph 4-3i(2)(f), AR 623-105 (report not required when rated officer has a permanent grade of Major General or is on recommended list for promotion to permanent grade of Major General).

The classification of Carlisle Barracks as a Type C installation represents a Department of the Army approved exception to the provisions of AR 10-10 (Class I Installation Organization) only insofar as pertains to command of the US Army Garrison, Carlisle Barracks by the Commandant, US Army War College. This exception does not provide for the integration of the respective staffs of the US Army Garrison and the US Army War College. Neither does it provide for any delegation of authority by the Commandant of the US Army War College to the US Army War College staff over the staff office chiefs of the US Army Garrison. The staff office chiefs of the US Army Garrison will be responsible only to the Deputy Installation Commander and the US Army Garrison Commander.

This memorandum of understanding has been developed in accordance with agreement of parties concerned and the following references:

a. AR 10-10 - Class I Installation Organization.

b. DA Letter, FOR OT, subject: Type Designation of Carlisle Barracks, dated 10 June 1970.

c. HQ CONARC Letter, ATFD-MCD-MC, subject: Type Designation of Carlisle Barracks, dated 30 July 1970.

d. Support Agreement ZI-A25050-2001-9, between US Army War College and Headquarters Carlisle Barracks.

e. Headquarters Carlisle Barracks TDA 1A-WOUUAA-03, July 1970.

f. First U.S. Army Regulation 11-6, Off-Post Support Assignments, dated 2 January 1970, as changed.

Jonathan O. Seaman
JONATHAN O. SEAMAN
Lieutenant General, USA
Commanding General
First US Army

20 Oct 1970
(Date)

George S. Eckhardt
GEORGE S. ECKHARDT
Major General, USA
Commandant
US Army War College

13 Oct 70
(Date)

INTRASERVICE

SUPPORT AGREEMENT

1. EFFECTIVE DATE	2. TERMINATION DATE	3. AGREEMENT NUMBER
1 April 1969	1 April 72	Z1-A25050-2001-9

4. AGREEMENT NUMBER SUPERSEDED BY THIS AGREEMENT: None

5. NAME AND ADDRESS OF SUPPLYING ACTIVITY: Hq, Carlisle Barracks, Carlisle Barracks, Pa. 17013

6A. NAME AND ADDRESS OF RECEIVING ACTIVITY: US Army War College, Carlisle Barracks, Pa. 17013

6B. RECEIVING ACTIVITY ADDRESS CODE: A25050 (Consolidated Prop. Acct., Carlisle Bks, Pa.)

7. EST MONTHLY VALUES OF SUPPORT TO BE PROVIDED			8. CATEGORIES OF SUPPORT (Indicate codes from reverse)												
A. REIMB	B. NON-REIMB	C. TOTAL	G	Q	R	S	U	V	X	Y					OTHER
$100.00	$181,767	$181,867													Support Lists

9. FUNDING AND REIMBURSEMENT ARRANGEMENT (Use blank sheet(s) of paper if additional space is necessary)

Funding and reimbursement arrangements are contained in attached agreement.

10. SPECIFIC PROVISIONS (Use blank sheet(s) of paper if additional space is necessary)

a. This is an Intraservice Support Agreement; the use of DD Form 1144 is according to CON Reg 1-9, HQ USCONARC, 15 November 1968. The support provided under the terms of this Intraservice Support Agreement is not reportable under Chapter 4, AR 700-39, 1 Jan 65, as changed.

b. The support provided under terms of this agreement and the obligations assumed by each activity identified herein (items 5, 6A, and B) are as related on attached document.

c. No resources are to be transferred to supplying agency to effect terms of the agreement.

d. Strength of activity to be supported: 361 military and 147 civilians.

(continued)

11A. TYPED NAME, POSITION TITLE OF AUTHORIZING OFFICIAL OF SUPPLYING ACTIVITY	11B. SIGNATURE	11C. DATE
CLIFTON C. FOX, COL, Inf, Deputy Post Commander, Carlisle Barracks, Pa.	Clifton C Fox	22 August 1969
12A. TYPED NAME, POSITION TITLE OF AUTHORIZING OFFICIAL OF RECEIVING ACTIVITY	12B. SIGNATURE	12C. DATE
ROBERT A. MARTIN, COL, Armor Secretary, US Army War College	Robert A. Martin	26 August 1969

13. ANNUAL REVIEW AND/OR MINOR MODIFICATION

A. DATE OF REVIEW	C. AUTHORIZING OFFICIAL OF SUPPLYING ACTIVITY
B. NATURE OF MODIFICATION	D. AUTHORIZING OFFICIAL OF RECEIVING ACTIVITY
A. DATE OF REVIEW	C. AUTHORIZING OFFICIAL OF SUPPLYING ACTIVITY
B. NATURE OF MODIFICATION	D. AUTHORIZING OFFICIAL OF RECEIVING ACTIVITY
A. DATE OF REVIEW	C. AUTHORIZING OFFICIAL OF SUPPLYING ACTIVITY
B. NATURE OF MODIFICATION	D. AUTHORIZING OFFICIAL OF RECEIVING ACTIVITY

DD FORM 1 NOV 64 1144 — PREVIOUS EDITIONS ARE OBSOLETE EFFECTIVE 1 JAN 65. ALSO REPLACES DD FORM 1144C (DD Form 1144-1, 1 Jul 58) WHICH IS OBSOLETE EFFECTIVE 1 JAN 65

SHEET ____ OF ____ SHEET(S)

Incl 15

1 4

HEADQUARTERS FIRST US ARMY
FORT GEORGE G. MEADE, MARYLAND

FOR THE COMMANDER:

/s/ Robert H. Gardner

GLENN H. GARDNER
Colonel, GS
Assistant Chief of Staff
for Administration

10 Nov 69

APPROVED DATE

e. Additional manpower is not required by the supplying agency to perform support provided in the terms of the agreement.

f. The US Army War College (USAWC), the tenant, (hereafter at times referred to as USAWC) under the command jurisdiction of the Deputy Chief of Staff for Personnel, Department of the Army is stationed at Carlisle Barracks, Pa. The mission of the USAWC will be as prescribed by the Deputy Chief of Staff for Personnel, Department of the Army.

g. It is agreed that administrative and logistical support responsibilities shall be as set-forth in Inclosure 1, which is incorporated as part of this agreement. Support and services furnished by Carlisle Barracks, Pa. (host) under this agreement will be provided in accordance with the provisions of applicable regulations and directives.

h. The responsibility for administrative and logistical services and support not specifically outlined in this agreement shall remain with the Commandant, USAWC.

i. In the event of mobilization, this agreement will remain in effect unless terminated through terms contained herein.

j. Review of the provisions and responsibilities undertaken by this agreement will be made during the 4th quarter of FY 70, and each year thereafter. Changes may be made more frequently if the need arises and provided that they are agreed upon by the parties to the agreement. Either party may terminate this agreement before the established termination date by giving written notice (not less than 30 days notice) to the other party.

k. Detailed Installation and Tenant Responsibilities:

Function/Service	Responsibility	
	Carlisle Barracks	USAWC
Activity Supply		X (See Note A)
Audiovisual Support Center Services	X	
Budget Responsibilities	X	X (See Note B)
Clothing Sales Store	X	
Commissary	X	
Communication Services	X (See Note C)	
Court Martial Jurisdiction(Auth 1A G.O. 92, 27 Feb 70)	X	
Daily Bulletin	X	(Compliance)
Education	X (See Note D)	
Expendable Supplies	X (See Note E)	
Finance & Accounting	X	
Inspections	X (See Note F)	
Intelligence and Security	X (See Note G)	
Internal Review	X (See Note H)	
Investigations (AR 27-10, Chapter 7)	X	
Laundry, Organizational	X	
Legal Services	X	
Maintenance, Direct & General Support	X (See Note I)	
Management Assistance	X (See Note J)	
Medical & Dental Services	X	
Military Family Housing	X	
Military Police & Confinement Svcs	X	
Mortuary	X	

CATEGORIES OF SUPPORT TO BE PROVIDED. PUT THE CODE LETTER FOR EACH CATEGORY WHICH IS APPLICABLE TO THIS AGREEMENT IN ONE OF THE SMALL BLOCKS UNDER ITEM 8 ON THE REVERSE SIDE.

SUPPLY SUPPORT OR MAINTENANCE SUPPORT

- A AIRCRAFT, AIRCRAFT EQUIPMENT, AND COMPONENTS
- B AMMUNITION, ORDNANCE EQUIPMENT, AND COMPONENTS
- C CLOTHING AND TEXTILES
- D COMMUNICATION EQUIPMENT, AND COMPONENTS
- E VEHICLES, VEHICULAR EQUIPMENT, CONSTRUCTION EQUIPMENT, MATERIEL HANDLING EQUIPMENT, FIRE FIGHTING EQUIPMENT, AND COMPONENTS
- F ELECTRICAL AND ELECTRONIC EQUIPMENT, AND COMPONENTS
- G GENERAL SUPPLIES
- H MEDICAL AND DENTAL EQUIPMENT, AND COMPONENTS
- I PARACHUTE REPACKING
- J MISSILES, MISSILE EQUIPMENT, AND COMPONENTS
- K PHOTOGRAPHIC EQUIPMENT, AND COMPONENTS
- L PETROLEUM PRODUCTS AND CHEMICALS
- M RAILROAD EQUIPMENT, SHIPS, AND COMPONENTS
- N SUBSISTENCE SUPPLIES
- O EXPLOSIVE ORDNANCE DISPOSAL

LOGISTIC SERVICES SUPPORT (OTHER THAN MAINTENANCE)

- P CUSTODIAL
- Q PURCHASING AND SERVICES
- R FIRE OR POLICE PROTECTION
- S HOUSING OR LODGING
- T LAUNDRY OR DRY CLEANING
- U MEDICAL OR DENTAL
- V MESSING
- W STORAGE OR WAREHOUSING
- X TRANSPORTATION
- Y UTILITIES
- Z MORTUARY SERVICES

☆ U. S. GOVERNMENT PRINTING OFFICE: 1967 - 265-308

Function/Service	Responsibility: Carlisle Barracks	USAWC
Nonappropriated Funds		
Unit Fund Administration	X	
Unit Fund Audit	X	
Military Welfare Fund Dividends	X	
Nonjudicial Punishment, Article 15	X	
Office Travel (Administration)	X (Post Level Support)	
Orders, General & Special	X	
Personnel Administration	X (See Note K)	(See Note L)
Post, Camp & Station Property (Issue)	X (See Note M)	
Post Exchange	X	
Post Regulations	X	(Compliance)
Postal Services	X (Post Level Support)	
Property Disposal	X	
Public Relations	(Joint Coordination)	
Publication Distribution	X (Post Level Support)	X
Purchasing & Contracting	X (See Note N)	
Records Administration	X	
Forms Management		
Mail Management		
Religious Services	X	
Repair & Utilities Support	X (See Note O)	
Reports Control	X	
Reproduction Services		X (See Note P)
Safety Regulations	X	(Compliance)

360

Function/Service	Responsibility	
	Carlisle Barracks	USAIC
Training, Military Personnel	X (All Other)	X (USMC Student
Transp Billeting & Messing	X	
Transportation of Household Goods	X	
Vehicles, Administrative Use	X (See Note C)	
Welfare & Morale Facilities and/or Services	X	

NOTES

A. Activity Supply.

Activity supplies required for the accomplishment of administrative duties will be furnished by Headquarters Carlisle Barracks to the US Army War College on a reimbursable basis.

B. Budget Responsibilities.

1. The Comptroller, Headquarters Carlisle Barracks will receive programming and budgeting guidance, funding advice and other requests for financial data from the Finance and Fiscal Division, Comptroller of the Army, an operating agency, which provides financial support services to DCSPER. Upon receipt of the aforementioned documents, the Comptroller will provide such services as necessary to accomplish interpretation, analysis, review and preparation of drafts as necessary and/or provide guidance and assistance to the Secretary, USAWC for completion and/or compliance. Final review of budgets and financial reports will be accomplished by the Comptroller to assure compliance with established budget and fiscal regulations.

2. Quarterly revisions to the operating budget together with desired redistribution will be forwarded to the Comptroller upon request in accordance with Carlisle Barracks regulation.

3. The Comptroller will take action to assure that programmed supply and equipment requirements of the USAWC are included in the annual Command Channel Stock Fund Budget and revisions thereto.

4. Requests for additional funds and reporting of excess funds available for withdrawal will be requested or reported to the Finance and Fiscal Division, Comptroller of the Army, through the Carlisle Barracks Comptroller.

C. Communications Services.

Headquarters Carlisle Barracks will provide:

1. Normal administrative PBX telephone service on a nonreimbursable basis. Toll calls will be furnished on a reimbursable basis.

2. Additional telephone equipment and relocation of telephone equipment on a reimbursable basis with respect to cost of procurement and installation.

3. Repair and maintenance of intercommunication system.

4. Audiovisual Support Center Services.

D. Education.

Educational responsibilities of Headquarters Carlisle Barracks in support of the US Army War College will be limited to post level support which will include contract university type courses. Course studies, curriculum, and related subject matters will be the responsibility of the US Army War College.

E. Expendable Supplies.

Expendable supplies will be issued by Post Supply, Headquarters Carlisle Barracks to the USAWC supply section on a reimbursable basis.

F. Inspections.

Headquarters Carlisle Barracks will be responsible for safety, fire and health inspections. The CO, Hq Co USAG/USAWC will be responsible for inspections involving the clothing, equipment and appearnace of assigned enlisted personnel.

G. Intelligence and Security.

1. Advise and assist on all matters pertaining to security.

2. Provide physical security to include external security of facilities, security surveys, inspections, and spot checks.

3. Coordinate requests for all counterintelligence services.

4. Process personnel security investigations, to include authentication and revalidation of certificates of clearance.

5. Coordinate final determination of investigations where adverse information is developed.

6. Process denials of clearance and loyalty determinations.

7. Process suspension and revocation of clearances.

8. Coordinate with USAWC on the access of visitors.

9. Conduct required security training.

H. Internal Review.

Internal Review service will be provided to USAWC in accordance with the provisions of AR 37-10 and related directives.

I. Maintenance, Direct and General Support.

1. HQ Carlisle Barracks Field Maintenance Shops will provide field maintenance support for typewriters and office furniture (metal and wood). Maintenance contracts for office machines and equipment beyond the capability and mission assignment of the Carlisle Barracks. Typewriter and furniture maintenance shops will be budgeted by the US Army War College.

2. Fabrication of special US Army War College items will be on a reimbursable basis (time and material).

J. Management Assistance.

1. The Comptroller, HQ Carlisle Barracks, will perform installation management analysis and management engineer activities which will include surveys of missions, functions, policies, programs, organization and procedures upon request of US Army War College.

2. The Comptroller will cooperate with the US Army War College in studying the utilization of resources, performance, and other aspects of management; recommending improvements in management and reviewing effectiveness of installed improvements; development of systems for work

simplification, programing and performance measurement.

3. Assistance in development and administration of the management improvement program and in the development, implementation, evaluation, and improvement of automatic data process program relating to application of punch card and automatic data processing equipment to business-type operations will be furnished by the Comptroller, HQ Carlisle Barracks, to the US Army War College.

K. Personnel Administration.

1. Military. HQ Carlisle Barracks is responsible for maintenance of all personnel records and the issuance of general and special orders pertaining to US Army War College Personnel.

2. Civilian.

a. Administration of the civilian personnel management program will be accomplished by the civilian personnel officer, HQ Carlisle Barracks, under the jurisdiction of the CG, Carlisle Barracks, and general supervision of FUSA.

b. The Commandant, US Army War College, who has been delegated program authority, will make full use of the HQ Carlisle Barracks Civilian Personnel Office and will designate in writing the Civilian Personnel Officer, HQ Carlisle Barracks, to act for him in administration of the civilian personnel program. This designation will not reduce the authority and responsibilities of the Commandant for the effective management and direction of employees under his jurisdiction.

c. The policies, regulations and procedures of Headquarters Carlisle Barracks will apply to management of civilian employees of the US Army War College, and in accordance with paragraph 103.03 of CPPM No. 1.

(1) The Commandant will appoint a representative(s) for his activity on the Carlisle Barracks Incentive Awards Committee.

(2) Employees of the US Army War College will be included in the Carlisle Barracks Merit Promotion Program.

(3) Civilian Personnel Program evaluation reports will be forwarded through FUSA channels. Upon request, copies of these reports will be annotated for US Army War College personnel, and forwarded through DCSPER channels.

(4) For Reduction-in-Force (RIF) purposes, US Army War College personnel will be included in the Carlisle Barracks competitive area.

3. Manpower Control -

Accomplish the Manpower Utilization and Requirements Report (CSFOR-78, Part A).

L. Personnel Administration.

All others, including accomplishment of the Manpower Utilization and Requirements Report (CSFOR-78, Part B).

M. Post, Camp & Station Property (issue).

1. Headquarters Carlisle Barracks will issue TA property to the USAWC on a reimbursable basis.

2. The USAWC Supply Officer will maintain a property book for TA property in accordance with AR 735-35.

N. Purchasing and Contracting.

Purchasing and Contracting services will be provided on a common user basis in accordance with AR 10-7 and paragraph 1-401.70 of USCONARC Regulation 715-1.

O. Repair and Utilities Support.

The Post Engineer, Carlisle Barracks, will provide repair and utilities support on a nonreimbursable basis in accordance with AR 420-10. Minor construction work determined necessary solely for the USAWC mission activity will be provided on a reimbursable basis in accordance with DA Circular 37-44.

P. Reproduction Services.

Reproduction and printing services will be furnished Headquarters Carlisle Barracks by the US Army War College on a nonreimbursable basis in the same manner as for other agencies.

Q. Vehicles, Administrative Use.

Driver TDY costs including meal tickets will be budgeted and accounted for by Headquarters Carlisle Barracks in support of the US Army War College.

UNITED STATES MILITARY ACADEMY

WEST POINT MILITARY RESERVATION

Location: West Point, New York

Type Installation: Class II (Active) (Permanent)

Major Mission: To instruct and train the Corps of Cadets so that each graduate will have the qualities and attributes essential to his progressive and continued development through a career as an officer of the Regular Army.

Command Relationship:

a. Under supervision and control of the Deputy Chief of Staff for Personnel, Department of the Army.

b. First US Army provides USMA certain administrative and logistical support as follows:

(1) Furnishes supervision and technical advice on medical and dental service including the Federal Civilian Employee Health Service Program.

(2) WAC Staff Advisor visits USMA to observe morale and well-being of WAC personnel (2 officers, 47 enlisted), in coordination with and with concurrence of, major commander concerned.

(3) Provides military nonappropriated fund support to USMA.

(4) Furnishes liquor decals because USMA is geographically located in the Army Area. First US Army has no responsibility for USMA Open Messes.

(5) Processes USMA nonappropriated fund vehicle license registrations because USMA is geographically located in the Army Area.

(6) Reimburses USMA from nonappropriated funds for travel and meals for USMA teams or individuals participating in First US Army sports activities.

(7) USMA hosts First US Army sports events as mutually agreed upon.

(8) Administers the Comptroller Civilian Career Program.

(9) Provides direct support maintenance and supply for aircraft from the DS/GS maintenance activity, Lakehurst Naval Air Station, Lakehurst, NJ.

(10) Manages the Command Stock Fund ($10,873,000.00 Sales Volume in FY 71; $11,273,000.00 acquisition authority).

(11) Provides assistance in the formulation of master plans, provides appropriate guidance and resolution of Engineer problems of regional significance where the interests of other commanders, defense agencies, states or other Federal agencies are involved.

(12) Reviews and corrects DA Form 2541, Inventory of Military Real Property, and produces corrected cards and print-outs.

(13) Loans Active Army equipment in support of summer training requirements.

(14) Incorporates USMA input into the world-wide Ammunition Requirements and Assets Report.

ANNEX J - READINESS REPORTING

1. Readiness reporting is intertwined with Command and Control reporting because of their similarity in purpose. Consequently, this annex records both systems to show the interface.

2. The basic elements of readiness are personnel and their proficiency plus equipment and its availability to deploy. Both of these elements are quantified in the Army's primary readiness reports, DA Form 2715 for the Active Army and DA Form 2841 for the Reserve Components. At FUSA, the functional agencies responsible for readiness are as follows:

	Active Army	Reserve Components
Personnel	DCSPER	DCSRF
Training	DCSOT	DCSRF
Logistics	DCSLOG	DCSLOG

Other staff agencies review readiness reports for the condition of units which correspond to their staff interest. Approximately 15 persons have been identified as action officers responsible for the content of the readiness reports. However, the majority of their efforts is editing the report and cross-referencing with other documents, rather than taking action to improve the actual readiness of the unit. Hence, the CONUSA improves the accuracy of the Automated Army Unit Readiness Reporting System (AAURRS) and reduces the manual submissions of the Reserve Components to punchcards prior to forwarding the data to CONARC and DA.

3. For the JCS directed Worldwide Military Command and Control System (WWMCCS) and its component, DA Command and Control Reporting System (DAXREP), the CONUSA is primarily concerned with registering units and reporting changes in their status. However, the information required to perform this function comes to FUSA from either the installation or CONARC.

4. For the automated readiness or Command and Control systems, the Readiness Information Systems Branch (authorized as a section under the Operations Branch), Plans and Operations Division, Deputy Chief of Staff for Operations and Training, has the overall responsibility.

Appendices
I - Automated Army Unit Readiness Reporting System
II - Surgeon
III - Training and Force Development
IV - DCSPER
V - DCSLOG
VI - Reserve Forces Readiness System
VII - Other Reporting Systems

APPENDIX I - AUTOMATED ARMY UNIT READINESS REPORTING SYSTEM (AAURRS)

1. The AAURRS automates the unit readiness reporting system under the provisions of AR 220-1. The system interfaces with the Worldwide Military Command and Control System (WWMCCS) through the Force Status and Identity Report (FORSTAT). AAURRS provides commanders and their staffs, from the Active Army unit to the DA (and through FORSTAT to JCS), with current readiness information on personnel, logistics, and training. The basic report (DA Form 2715) is submitted monthly, with summarizations submitted quarterly. For FORSTAT, changes of readiness condition are reported as they occur.

2. Both the AAURRS and other DA Command and Control Systems (DAXREP) are handled by the Readiness Information Systems (RIS) Branch, P&O Division, DCSOT (Tab A). Including one clerk-typist, this branch consists of five personnel. When the punched cards are received from the installations they are edited, using the Burroughs 3500. The edit routine, approximately 10 minutes of machine time, prints asterisks in questionable areas. The report is then printed in 18 copies and distributed as follows:

a. DCSPER - 2

b. DCSOT Training - 1

c. DCSLOG - 4

d. NBC - 1

e. AVN - 1

f. DCSI - 1

g. C-E - 1

h. P&M - 1

i. Surg - 3

j. DCSOT-RIS - 1

k. Installations - 2

3. The principle staffing agencies for readiness are DCSPER (See Appendix IV), DCSLOG (See Appendix V), and the DCSOT Training Division (See Appendix III). These agencies make corrections on the readiness report and return one corrected copy each to DCSOT-RIS Branch. Other staff agencies review data pertaining to units in which they have staff interest and make corrections directly to the functional agencies. Once the corrections are made, RIS Branch punches a corrected deck of cards and forwards them via AUTODIN to CONARC (by the 8th of the following month). Two corrected copies (annotated) are returned to the installation. A corrected copy is reprinted and returned to each of the staff sections.

4. Although the same functional areas are covered in the Reserve Component Readiness Reporting System, they use a different form, report semiannually instead of monthly, and are processed by a different office (See Appendix VI).

Tabs
A - CONUSA Reports Collection Form
B - CONUSA Survey Form
C - AAURRS Flow

370

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSOT
DIVISION Plans & Operations
BRANCH Operations
SECTION Readiness and Information Systems

DATE OF INTERVIEW 17 Apr 72

FUNCTIONAL AREA(S) Readiness Reporting

NAME OF INDIVIDUAL CONTACTED CPT Filipiak (Unit Identification Code Information Officer)

PHONE # 3715/4150

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
Unit Readiness Report Automated Army Unit Readiness (AAURRS) Monthly	CSGPO-323 ATOPS-116		X punch cards	Unit-2715 Punch cards opns (install)	AR 220-1, Sep 71; 1A Msg 281930Z Dec 71 CONARC Sup to AR 220-1	No	No	Yes	FUSA Supl/Admin instr for preparing cards. Content of rept can be chang- based on CONUSA's capability to reallocate resources. Not done because report is as of 20th and CONUSA doesn't get it until 30th
Readiness Summary and Analysis (Major command summary evaluation of Unit Readiness) Quarterly	CSGPA-265 (R3) ATOPS-39 (R3)			FUSA *	AR 220-1 & CONARC Suppl	No	No	Yes	*DCSLOG reviews manual report from installation and forwards summary to DCSOT. Check DCSLOG.
Force Identity and Status Reporting System (FORSTAT)	ATOPS-52 (R3)	X	X punch cards	Units * (Opns)	JCS PUB 6 CONARC 525-3 (Draft)	No	No	No	*FUSA originates report but they receive input from units.
vil Disturbance Unit Data Report	DCDPO-1		X punch cards	Units	AR 525-10 Ch 8	No	No	No	FUSA originates report but it is received from unit.
Active Army Locater System (AA/LOC)	CSGPO-322			DA	AR 525-10 Ch 8	No	No	No	FUSA checks DA changes for inter face between BASOPS and FORSTAT.

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
Edited-and used for ctrly cmd summary and evaluation report	Yes	Yes	No	CONARC	Corrected cy returned to installation	N/A	1.550	1.125	1.125	Edit requires 10 minutes running time. AAURRS duplicated at CONARC for FORSTAT.
Brief Command Group	Yes	Yes	No	CONARC		FUSA	1	.575	.575	Prepared from monthly submission of AAURRS plus input from other staff agencies. [illegible] at FUSA for briefings. Info copies forwarde to other CONUSA's.
Basis for other systems	Yes	Yes	No	CONARC	Copies sent for validation	FUSA	1.950	1.450	1.450	CIDUDAT, EQUIP STATUS (L&M FORSTAT) AND OTHE DAXREP REPORTS. Unit must have UIC to requisition and to report. Also Active Army Locator System (AA/LOC). Bumped against AG's Organizations Master Listing once a quarter to match.
Narrative listing	No	No	Yes *	None	No	CONARC	1.200	.950	.950	*CONARC instituted moratorium on submissions by CONUSA.
Maintain listing, check against FORSTAT ta base	Yes	Yes	No	CONARC	No	DA/CONARC*	1.200	.950	.950	BASOPS contains multi-command listings. RIS only has 1A units on AA/LOC.

(r)
CONARC Disposition

1. This report is received by the Operational Readiness Branch of DCSOPS. Once it is staffed by CONARC it is forwarded to DA. The computer program at CONARC inserts the AAURRS "K" card on readiness into the FORSTAT (K cards are identical).

2. CONARC consolidates the input from the CONUSA and forwards a summary to DA.

3. FORSTAT is processed by the Command and Control Branch. The information for FORSTAT is received from the CONUSA, CONARC staff input and data files, DA, and JCS. Output is to EUCOM, REDCOM, LANTCOM, CONUSA, DA and JCS.

4. Submission of the Civil Disturbance Unit Data Report is temporarily suspended while the system is being revised.

5. AA/LOC is received by CONARC Command and Control Branch and becomes a part of the FORSTAT file.

CONUSA SURVEY FORM

FUNCTIONAL AREA Readiness Reporting

POINT OF CONTACT CPT Filipiak

NAME OF OFFICE Readiness & Information Systems

TELEPHONE 3715/4150

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Establishes requirements, objectives and procedures for development of more responsive systems in planning, directing, and controlling operations in compliance with CON/ARRED Regulation 525-4.	A,D,E	2	.375	.375	3,4	
Assists in the development of policies pertaining to unit readiness and publishes implementing directives.	A,B,C,D,E,G	1,2,3,4	.5	.5	3,4	
Monitors unit readiness reports of Active Army units and prepares the evaluation reports thereon.	A,B,C,D,E,G	1,2,3,4	.75	.75	3,4	

J-I-8

CONUSA SURVEY FORM

FUNCTIONAL AREA Readiness Reporting

POINT OF CONTACT CPT Filipiak

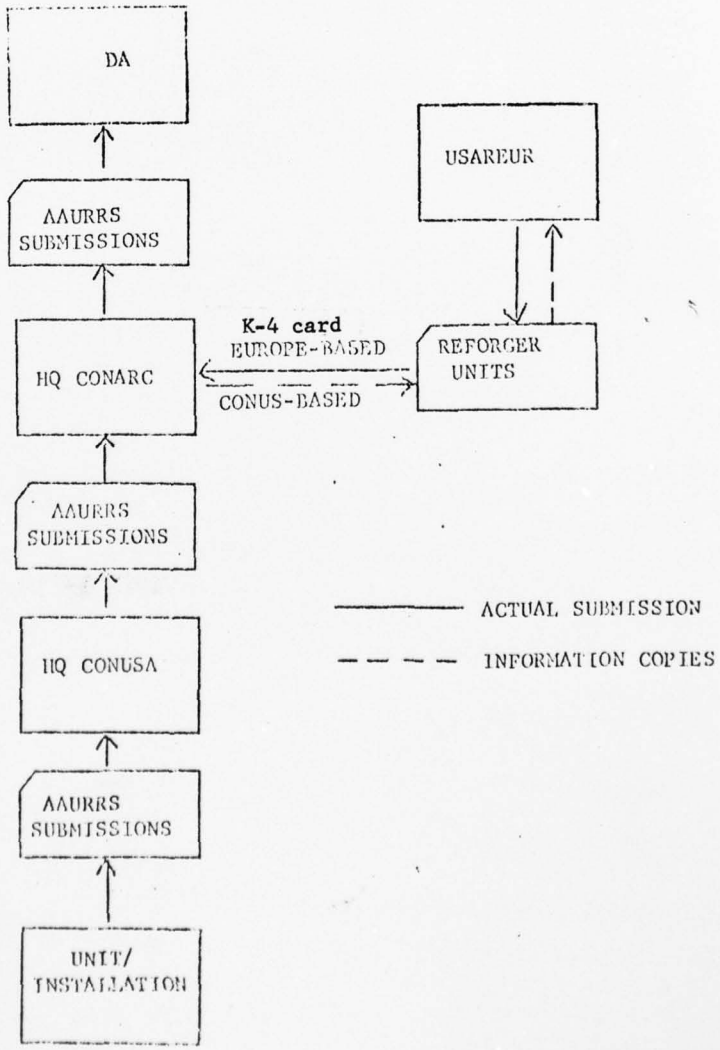
NAME OF OFFICE Readiness & Information Systems

TELEPHONE 3715/4150

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Evaluates GARDEN PLOT Troop List - Operational Preparedness Reports (CIDUDAT) and submits consolidated report thereon.	B, C	3	.75	.75	3,4	
Supervises operation of the Force Status Reporting System (FORSTAT).	A,B,C,D,E, G	2,3,4	1	1	3,4	
Coordinates the periodic command briefings on Active Army unit readiness.	A,B,C,D,E	2	.625	.625	3	
Administers control and operation of the Unit Identification System within First US Army.	A,B,C,D,E, G	2,3,4	1	1	4	

J-I-B-2

AAURRS
Information Flow



J-I-C

APPENDIX II - SURGEON

1. The FUSA Surgeon receives three copies of the Unit Readiness Report printout in the Plans and Operations Division. One officer reviews the report and distributes the extra copies to Personnel Division and Supply and Maintenance Division.

2. By DA letter authority, physicians and nurses are not assigned to the TO&E medical units. Instead, they are assigned to the hospitals or other medical activities but counted as present reporting purposes.

3. MOS proficiency is maintained by working in the hospitals. Field training, annual training tests, and operational readiness tests are neglected because of the shortage of personnel.

APPENDIX III - TRAINING AND FORCE DEVELOPMENT

1. The Training Division, DCSOT, is the primary agency for monitoring the training portion of the monthly unit readiness report (Tab B). However, the survey shows that relatively little effort is expended (See Annex M, Appendix II).

2. As an indication of the number of reports involved in readiness, the Deployment Readiness Report is recorded in Tab A (See Annex D, Appendix VII, Team 1). This report differs from the AAURRS in that it is submitted by a unit after notification of deployment. Readiness is measured against the unit's deployment mission.

Tabs
A - Functions Reports Collection Form
B - Functions Survey Form

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSOT
DIVISION Force Development
BRANCH Force Structure, Manpower, and Documents
SECTION

DATE OF INTERVIEW 17 Apr 1972

FUNCTIONAL AREA(S) Readiness Reporting

NAME OF INDIVIDUAL CONTACTED MSG Pieklienak

PHONE # 3050

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
Deployment Readiness Report	CSGPO-23(R1)(MIN)	X		Unit/DPTSEC	AR 220-10 ACG 71	NO	NO	NO	Status report prepared by unit once it has been alerted for deployment.

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
Status report issued by DCSOT, DCSPER, DCSLOG to determine a unit's [illegible]ed before is deployed	YES	NO	NO	CONARC ATOPS-OPS-OPS	N/A	N/A	2	2	2	Force Structure Branch. Evaluation of Units for Deployment Under POM (AR220-10)

CONUSA Survey (cont)

(r)
CONARC Disposition

This report is distributed to the staff for action, but the Operations Branch, Operations Division, DCSOPS (OPS-OPS) is responsible for responding to DA. DA receives a copy of the report, and for minor problems CONARC's action is to telephone concurrence to DA. For major problems, OPS-OPS staffs a response within CONARC and forwards it to DA.

CONUSA SURVEY FORM

FUNCTIONAL AREA Readiness Reporting

POINT OF CONTACT CPT Davis

NAME OF OFFICE Unit Training Branch

TELEPHONE 5042/5043

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Monitors training section of monthly unit readiness report and prepares training portion of the quarterly Commander's Readiness Summary and Analysis Report.	B	3	1	.067	3	

J-III-B

APPENDIX IV - DCSPER

1. DCSPER is one of the primary functional agencies using the readiness report. Two people in the Military Personnel Management Branch, PP&O Division are required for the report (See Appendix VII, Annex A, Team 1).

2. The FUSA is limited as to what remedies are available for personnel shortages. Since FUSA can not approve PCS transfers, they can direct transfers within an installation (which the installation commander can do to resolve his own problems) and FUSA can request a bulk allocation which they can distribute to the installations they think have the greatest need.

Tabs
A - Functions Reports Collection Form
B - Functions Survey Form

384

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSPER
DIVISION PP&O
BRANCH Military Personnel Management
SECTION

DATE OF INTERVIEW 20 April 1972

FUNCTIONAL AREA(S) Readiness Reporting

NAME OF INDIVIDUAL CONTACTED LTC Thomas

PHONE # 2360

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. Unit Readiness Report (AAURRS)	ATOPS-116 (CSGPO-323)		X	STRAF/REFORGER Reporting Units. Installation DPTSEC	AR 220-1	YES	YES	NO	d. Report is forwarded to DCSPER by DCSOT for review, correction and management use.
2. Commanders Summary Evaluation and Analysis of Unit Readiness	ATOPS-39(R3)	X		From ATOPS-116	AR 220-1	YES	YES	NO	d. Summary data from monthly submission of AAURRS

J-IV-A

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1. To determine trends and problems in specific units	YES	NO	NO	CONARC			2	1	2	Corrected report returned to DCSOT
2. Identifies personnel levels to higher headquarters	YES	NO	NO	CONARC			2	1	2	Provides feeder information to DCSOT for preparation of the report.

(r)
CONARC Disposition

1. This report is received by CONARC's Operational Readiness Branch of DCSOPS. Once it is staffed by CONARC it is forwarded to DA. The computer program at CONARC inserts the AAURRS "K" card on readiness into the FORSTAT (K cards are identical).

2. CONARC consolidates the input from the CONUSA s and forwards a summary to DA.

CONUSA SURVEY FORM

FUNCTIONAL AREA Readiness Reporting

POINT OF CONTACT LTC Thomas

NAME OF OFFICE Military Personnel Management

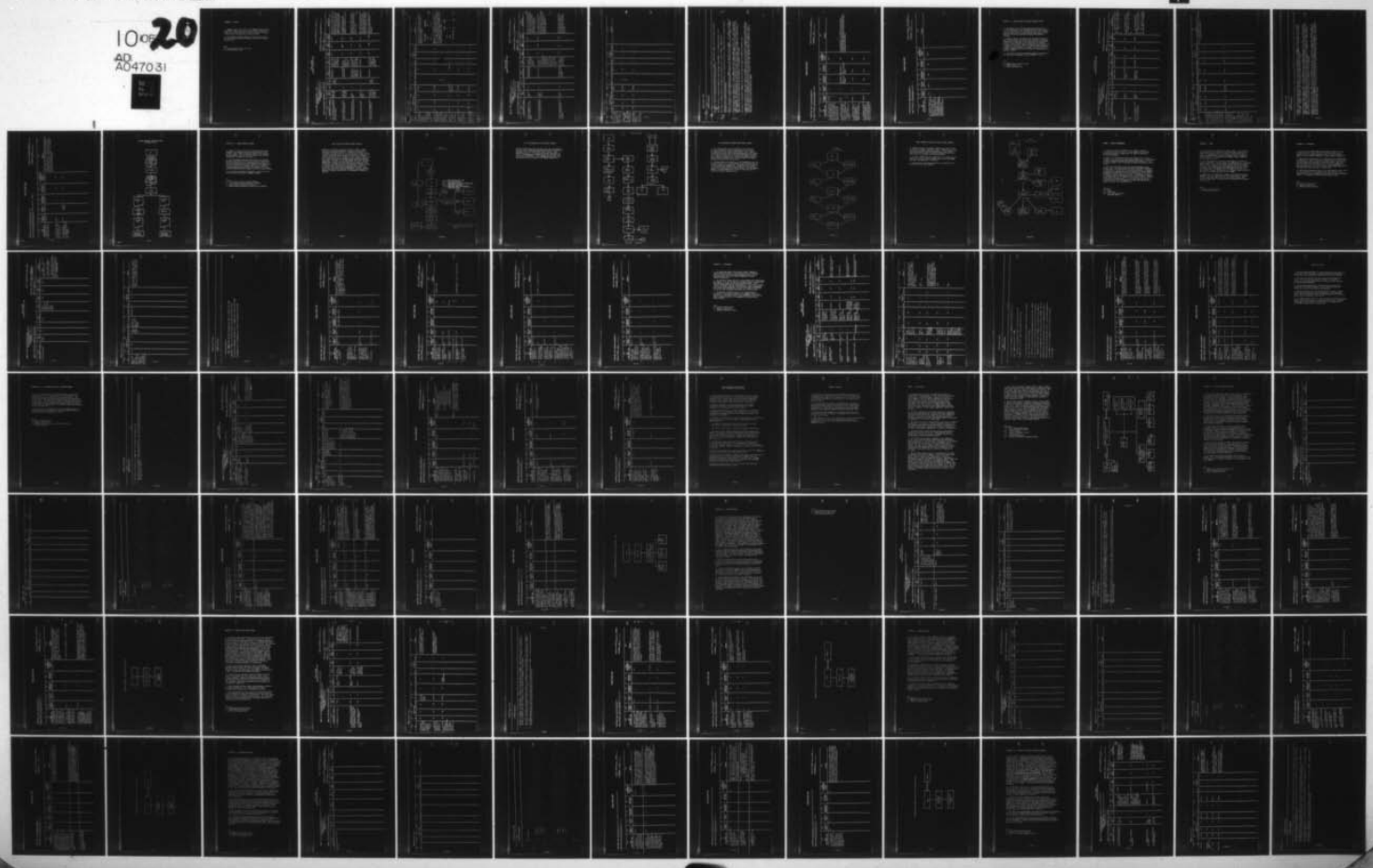
TELEPHONE 2360

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Monitors personnel readiness of STRAF, REFORGER and designated GSF units.	A,D,B	1,2	1	1	1,3	Although personnel discrepancies between units may be recognized, , FUSA has no authority to approve PCS transfers. Therefore, FUSA's management is limited to directing transfers within an installation (which is not done because it is within the installation Commanders' purview) or to requesting a bulk allocation from CONARC which FUSA then assigns to a unit which is short.
2. Processes readiness reports and processes personnel evaluation for each.	B,C	2	1	1	3	

AD-A047 031 OFFICE OF THE CHIEF OF STAFF (ARMY) WASHINGTON DC MA--ETC F/G 15/5
FUNCTIONAL STUDY OF CONUSA (CONTINENTAL U.S. ARMY) MANAGEMENT.(U)
MAY 72

UNCLASSIFIED

10 OF 20
AD
A047031



APPENDIX V - DCSLOG

1. DCSLOG receives four copies of the AAURRS printout monthly from DCSOT. These copies are distributed within DCSLOG for comparision with other logistics data, initiation of redistribution actions, and detection of possible trends.

2. The Logistics Readiness Branch of three persons monitors both Active Army and Reserve Component readiness (See Annex A, Appendix VIII).

Tabs
A - Functions Reports Collection Form
B - Functions Survey Form

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSLOG
DIVISION [illegible]
BRANCH Logistics Readiness
SECTION

DATE OF INTERVIEW 16 Apr 72

FUNCTIONAL AREA(S) Log Readiness

NAME OF INDIVIDUAL CONTACTED LTC Henderson

PHONE # 6053

(a) Title/Name of Report	(b) RCS	(c) M	(c) A	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
Army automated unit readiness Reporting System(AAURRS) DA Form 2715 Series	CSGPO-323 ATOPS-116		X punch cards	Operations	AR220-1 CON Suppl 1 to AR 220-1 & 1A Suppl 1 to AR 220-1	NO	NO	YES	Correction of errors, recommendations from Unit commander readiness of equip, consideration of items in process of issue to Unit (PAR 2-9, subjective judgement AR 220-1)
Logistics Summary and Evaluation of Unit Readiness	CSGPO-265 (R3) ATOPS -39 (R-3)	X		DIO at Installation level	AR 220-1 Suppl by CONARC & 1A Suppl 1 to AR 220-1	NO	[illegible]	YES	Installation Reports are reviewed and analyzed to prepare a command-wide report.
STRAF Improvement Program Special Unit Readiness Report	SAOSA-109	X		Unit level with Installation DIO Supply Div assistance	CONARC ATLOG PO/LR Ltrs 26 May & 1 Oct 71, Subj same as Title	NO	YES	YES	Correction of errors, reallocation of equip, consideration of items in process of issue to unit.
Deployment Readiness Report	CSGDO-23 (R-1) (MIN)	X		Operations	AR 220-10	NO	YES	YES	When reported equipment shortages and repair parts are available by redistribution from lower priority units and reported army excess assets.
Automated Operational Readiness Reporting (REDOPS)	ATOPS-52 (R-1)(MIN) (Feeder for JCS 1052 & 1063)		X punch cards	Operations	AR 220-10CON Suppl 1 to AR220-1 & CON/USARRED Reg 525-3	NO	YES	YES	When it is known that reports are inaccurate and/or incomplete.

J-V-A

CONUSA Survey (cont)

J-V-A-2

(j) Use	(k) Disposition Fwd	(l) Input	(m) Retained	(n) Fwd to	(o) Rpts to Inst	(o) Initiated by	(p) Personnel Rqmt	(p) Auth	(p) Actual	(q) Remarks
Initiating redistribution actions, improve posture, management tools, monitor achievements, project poss. trends	YES	YES	NO	CONARC		DA	2	1	1	Staffing in (P) reflects those personnel dedicated to Reserve and active Army readiness as follows: Act. Army: Off 1; Civ 1 Res Army: Off - 1; Civ - 1
Input for 1A Command Summary Logistics evaluation, present prob. areas, portray readiness posture of this Command	YES	YES	NO	CONARC	NONE	DA	2	1	1	Reports 1 thru 5 reflect the Req of Off - 1 abd Civ - 1. Reports 6 thru 8 reflect Off - 1 (same as Active Army) and a differen Civ - 1. This division of personnel staffing compares to the current strength of the Logistics Readiness Branch - Off: Req. 1, Auth 0 Civ: Req. 2, Auth 2 Civ (typist): Req. 1, Auth 1 Req. 4, Auth 3
Monitor achiev Mgmt tool, ident. unit & I all & prob. areas.	YES	N	NO	DA DCSLOG AMC & CONARC		CONARC	2	1	1	
Monitor achiev. initiate re-distrib. actions, revie for possible trends	YES	NO	NO	CONARC		DA	2	1	1	
Monitor achiev. insure accuracy initiate redis-trib. actions, review for poss. trends.	YES	YES	NO	CONARC		DA	2	1	1	

341

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSLOG
DIVISION P&O
BRANCH Logistics Readiness
SECTION

DATE OF INTERVIEW 18 Apr 72

FUNCTIONAL AREA(S) Log Readiness

NAME OF INDIVIDUAL CONTACTED LTC Henderson

PHONE # 6053

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
6. Reserve Component Unit Readiness Report (DA Form 2841)	CSG PO-313	X		Unit training section (Gs/S3	AR 135-8 Suppl by CON & 1A Suppl 1 to AR 135-8	NO	NO	YES	Correction of errors, recommendations and justifications in Sect E by Unit Commanders, reallocation of resources, subjective judgement. Par 2-2g(1), AR 135-8.
7. Reserve Component Equipment Readiness Improvement Plan	SAOSA-109 (R-1)	X		AC of S, G-4	DA ltrs 8 Jan 71, AGAO-KC, Subj: Equip. Readiness Improvement Plan (U) RCS SAUSA-109 & 17 Dec 71 DAAG-ASM & DAAR-LOG, Subj: same (R-1)	NO	YES	YES	This report is changed when assets are available for redistribution to fill reported shortages, when changes occur during 1A review and when errors are detected.
8. Command Summary Evaluation of Reserve Component Unit Readiness	CSGPO-314	X		AC of S, G-3 at Major USAR Commands	AR 135-8, CON Suppl 1 & 1A Suppl 1 to AR 135-8	NO	NO	YES	MUSARC/State AG submissions of Summary Evaluation of reporting Units are used for input to 1A submission to CONARC.

J-V-A-3

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
Monitor Achiev. light tool for redistrib. act. review for poss. trends.	YES	YES	NO	CONARC		DA	2	1	1	
Monitor Achiev, initiate redis- trends, tool, ident. poss trends or problem areas.	YES	NO	NO	CONARC	NONE	DA	2	1	1	
Monitor achiev, determine act. taken by USARDs & detect poss. trends or prob.	YES	YES	NO	CONARC		DA	2	1	1	

J-4-A-4

(r)
CONARC Disposition

1. The report is received by the Operations Readiness Branch of DCSOPS. DCSLOG makes comments and acts on logistics problems as required. Once it is staffed, the report is then forwarded to DA.

2. The summary analysis is prepared by DCSOPS with feeder information from DCSLOG. It is forwarded quarterly to DA.

3. This report is forwarded directly to DA DCSLOG with information copies to AMC and CONARC. CONARC monitors.

4. Operations Branch, Operations Division (OPS-OPS) has the proponency for the report. DCSLOG takes action on logistics matters as required and coordinates with OPS-OPS.

5. Normally, this report is derived automatically at CONARC from the Unit Readiness Report (AAURRS). If a change in readiness condition is recognized a change is submitted separately, in which case it would go to the Command and Control Branch of CONARC.

6. RC Unit Readiness Report (DA Form 2841) - Used by CONARC as basis for Command Summary Evaluation (CSE). Statistics used for command briefings within CONARC and also to DA when requested. When received from CONUSA, one copy is given to RF-Training, DCSLOG and DCSPER. All Readiness Reports are proofed for accuracy, with two copies of each report then being forwarded to DA, CORC. CONARC staff offices listed above use these reports to produce their annexes to the CONARC CSE. Punched cards are checked by this office for accuracy and then are transmitted to DA, ODCSOPS, via AUTODIN.

7. This report is consolidated at CONARC by the Plans and Operations Branch of DCSLOG and forwarded to DA.

8. Command Summary Evaluation (CSE) - When received from CONUSA, one copy each is forwarded to RF-Training, DCSPER, DCSLOG and DCSCOMPT for evaluation of significant trends and problem areas beyond the capability of HQ CONARC to solve. These offices produce their annexes for the CONARC CSE based on the input from the RC Unit Readiness Reports and CONUSA CSE. After briefing CG CONARC, and receiving approval, the CSE is forwarded to DA, CORC, Personnel, Military Operations, Logistics, Army Reserve, National Guard Bureau and CG, CONUSA.

J-V-B

CONUSA SURVEY FORM

FUNCTIONAL AREA Plans and Operations

POINT OF CONTACT LTC Henderson

NAME OF OFFICE Logistics Readiness Branch

TELEPHONE 6053

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Coordinates the preparation and review of unit and materiel readiness reporting instructions as they pertain to the Active Army and Army Reserve Units.	B-C-D-G	2	3	3	2,3	
2. Assures timely and accurate review of unit readiness reports submitted in accordance with the provisions of 135-C, AR 220-1 and AR 220-10.	B-C-D	2	(Included in 2 Action Off. Above)	(Included in 2 Action Officers Above)	2,3	of 3 authorized, 1 is Clerical; 2 are Action Officers who share equally in overall Function #1. 1 action officer specializes in Active Army Units, the other in USAR units.
3. Monitors actions to determine the cause of logistic readiness deterioration and to correct such conditions.	B-C-D	2	- DO-	-DO-	2,3	
4. Recommends corrective action when status of equipment availability and condition fall below established standards for mission accomplishment.	A-B-D-G	2	-DO-	-DO-	2,3	

CONUSA SURVEY FORM

FUNCTIONAL AREA Plans and Operations

POINT OF CONTACT LTC Henderson

NAME OF OFFICE Log Readiness - contd

TELEPHONE 6053

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
5. Provides summary of the status of the Logistics Readiness Program set forth in AR 11-14, thru evaluation of reports and other documents and correspondence pertaining to equipment availability, serviceability and deployability standards.	B-C	2-3-4	-DO-	-DO-	2,3,4	

APPENDIX VI - RESERVE FORCES READINESS REPORTING SYSTEM

1. The Reserve Forces Readiness Reporting System provides for the maintenance of unit readiness data and training status of all US Army Reserve and Army National Guard units. Output from the system includes; statistical summary reports on unit readiness, logistics, personnel strength, and personnel training.

2. Readiness reports are completed by the Reserve Component units (approximately 1156 units) on DA Form 2841 and forwarded semiannually in hard-copy to FUSA where they are verified for accuracy by the Readiness Branch, Operations and Readiness Division, Deputy Chief of Staff for Reserve Forces (Appendix II to Annex O). From these reports the Readiness Branch prepares a Command Narrative Summary for CONARC. The DA Form 2841 is reduced to punchcards and both the cards and hard-copy are forwarded to CONARC.

3. This question of Reserve Readiness Reporting was raised in the Installation Management Survey (IIG2EX01 TI 1,2,3).

Tabs
A - CONUSA Reports Collection Form
B - CONUSA Survey Form
C - Reserve Readiness Flow

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSRE
DIVISION O&R
BRANCH Readiness
SECTION

DATE OF INTERVIEW

FUNCTIONAL AREA(S)

NAME OF INDIVIDUAL CONTACTED

PHONE #

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
FORSTAT	ATOPS 52 (R2)	X		USAR units	JCS Pub 6	No	No	No	e. AR 525-10; CON/ARRED Reg 525-3; 1A Reg 135-15 f. Applies to all CONUSA g. " " " " h. " " " "
Reserve Component Unit Readiness J-VI-A	CSGPO 313	X		USAR & ARNG Units	AR 135-8	No	No	No	e. As supplemented by CONRC and First US Army f. Applies to all CONUSA g. " " " " h. " " " "
Reserve Component Unit Readiness Command mmary Evaluation	CSGPO 314	X		MUSARCs & State AGs	AR 135-8	No	No	Yes	e. As supplemented by CONARC & First US Ar f. Applies to all CONUSA g. " " " " h. Yes insofar as conte of the report is concerne

J-VI-A-2

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
None	Yes	Yes	No	CONARC	NA	JCS	2	1	1	p. A statistical clerk is required to keep data updated.
a. To prepare punch cards. b. In preparation of Command Summary Evaluation. c. In briefing Army Commander. d. To analyze unit's readiness posture.	Yes	Yes	No	CONARC	NA	DA	1.5	1.5	1.5	
a. Contents are extracted from feeder reports for inclusion in FUSA summary. b. Problem areas cited in feeder reports are brought to attention of interested staff sections.	Yes	Yes	No	CONARC	NA	DA	1.5	1.5	1.5	

(r)
CONARC Disposition

1. FORSTAT - Transaction register monitored weekly to verify the RC information in the FORSTAT data base, which is the primary document used to compare the overall readiness of all units and on which RC unit assignments to contingency plans are based by HQ CONARC. FORSTAT transmitted to DA, Systems Branch, Command and Control Center.

2. RC Unit Readiness Report (DA Form 2814) - Used by CONARC as basis for Command Summary Evaluation (CSE). Statistics used for command briefings within CONARC and also to DA when requested. When received from CONUSA, one copy is given to RF-Training, DCSLOG and DCSPER. All Readiness Reports are proofed for accuracy, with two copies of each report then being forwarded to DA, CORC. CONARC staff offices listed above use these reports to produce their annexes to the CONARC CSE. Punched cards are checked by this office for accuracy and then are transmitted to DA, via AUTODIN.

3. Command Summary Evaluation (CSE) - When received from CONUSA, one copy each is forwarded to RF-Training, DCSPER, DCSLOG and DCSCOMPT for evaluation of significant trends and problem areas beyond the capability of HQ CONARC to solve. These offices produce their annexes for the CONARC CSE based on the input from the RC Unit Readiness Reports and CONUSA CSE. After briefing CG CONARC, and receiving approval, the CSE is forwarded to DA, CORC, Personnel, Military Operations, Logistics, Army Reserve, National Guard Bureau and CG, CONUSA.

400

CONUSA SURVEY FORM

FUNCTIONAL AREA Readiness Reporting

POINT OF CONTACT LTC Mainer

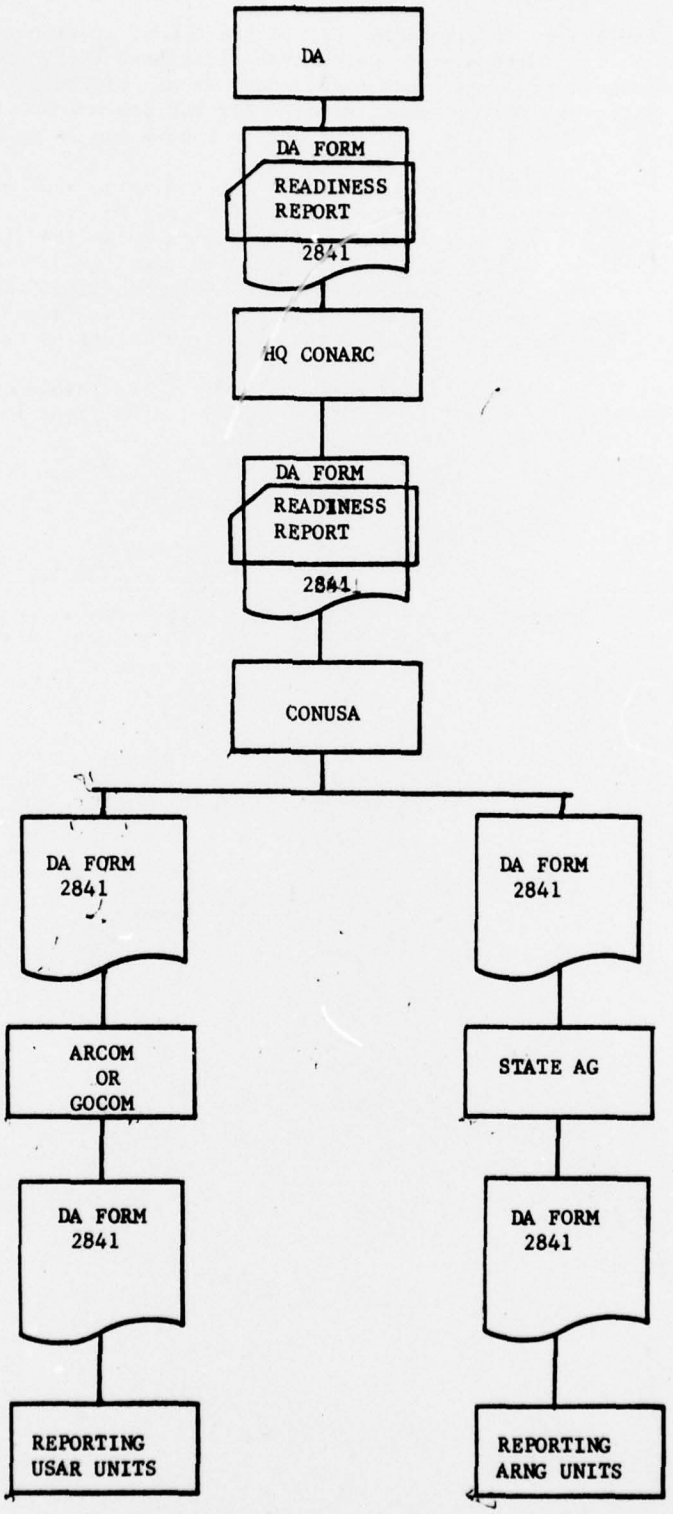
NAME OF OFFICE Readiness Branch, O&R Division, DCSRF

TELEPHONE 7215

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) * RECOMMENDED DECISION POINT	(g) REMARKS
1. Process Unit Readiness Reports	B,C,D	4	1	.5	2,3	* The format for the reporting systems is prescribed by DA. However, the decisions made as a result of the report should be vested in the Area Command and the Force Command.
2. Supervise Command Control Reporting System	B,C	4	0	.25	2,3	
3. Responsible for the preparation of command narrative summary	B,C	2,3,4 MUSARC	o	.25	2,3	

J-VI-B

RESERVE READINESS REPORTING SYSTEM
Information Flow



APPENDIX VII - OTHER REPORTING SYSTEMS

1. Appendix I, Tabs A and B, list other reporting systems managed by the Readiness Information Systems Branch, P&O Division, DCSOT. These reporting systems are more properly called Command and Control Systems; however, each includes readiness as one aspect of the report.

2. The four primary subsystems, Force Status and Identity Reporting System (Tab A), Civil Disturbance Unit Data Report (Tab B), Automated Army Unit Readiness System (Appendix I), and the Active Army Locator File, comprise the DA Command and Control Reporting System (DAXREP) which is an integrated, automated reporting system within the framework of the JCS directed Worldwide Military Command and Control System (WWMCCS).

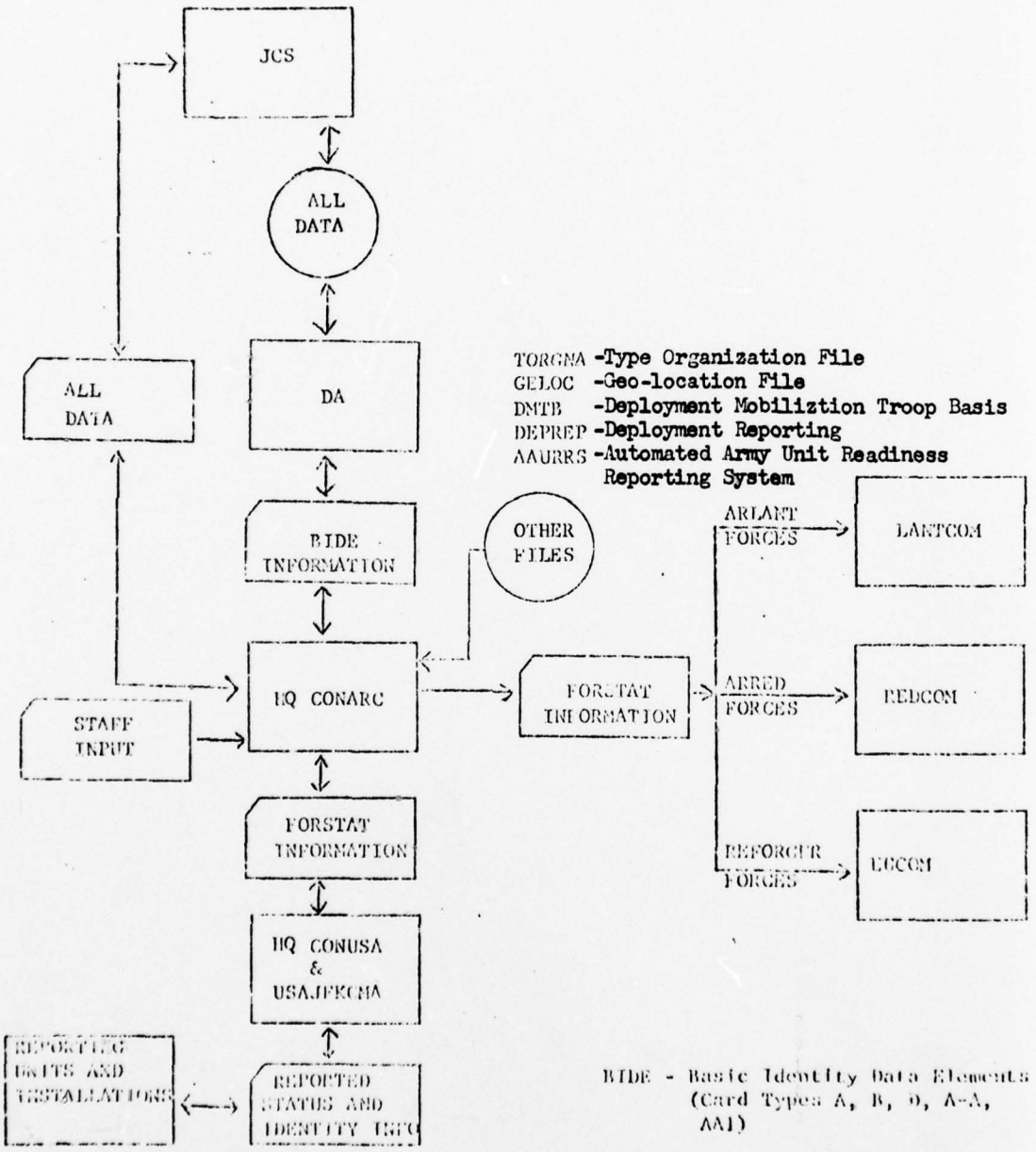
3. Two additional systems are described in Tabs C and D because of their relationship to WWMCCS or DAXREP.

Tabs
A - Force Status & Identity Report (FORSTAT)
B - Civil Disturbance Unit Data Report (CIDUDAT)
C - Joint Resource Assessment Data Report
D - CONARC Movement Planning and Status System (COMPASS)

FORCE STATUS AND IDENTITY REPORT (FORSTAT)

FORSTAT is the primary system upon which the AAURRS, CIDUDAT, and AA/LOC systems are dependent. FORSTAT is a system for assignment and registration of Unit Identification Codes (UIC) for units authorized under The Army Authorization Document System (TAADS) and for derivative elements of those units. FORSTAT includes information on unit locations, unit readiness, personnel data, dispersal locations, equipment status and major equipment deployable. Currently, in the FUSA FORSTAT data base, there are approximately 1,800 Active Army TOE/TDA UIC and over 1,400 USAR TOE/TDA UIC. Changes to the UIC data base are submitted by the installation Unit Identification Code Information Officer (UICIO) to the FUSA UICIO as required and generally are a result of activation, inactivation, and reorganization of units. Change data is verified by the Readiness Information Systems Branch and additional elements included prior to forwarding to CONARC via AUTODIN.

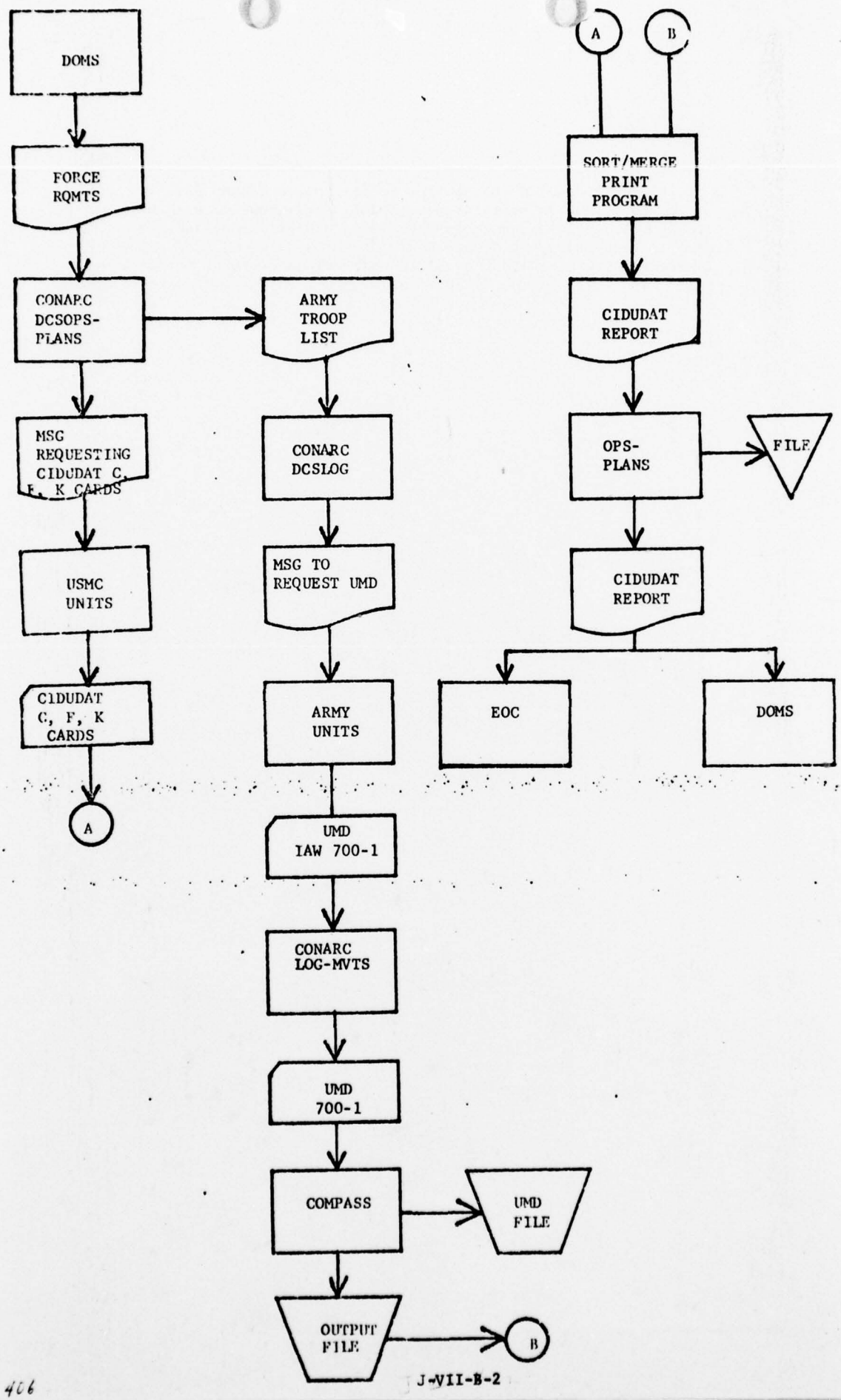
FORSTAT
Information Flow



CIVIL DISTURBANCE UNIT DATA REPORT (CIDUDAT)

CIDUDAT provides data concerning all Active Army, Army Reserve, and other service components designated as forces available for employment in a civil disturbance control mission. Data provided consists of: unit name and location, departure airfield, unit preparedness, shipping weight and cube data, and special cargo information. Unit movement data for Army civil disturbance units is contained in the CONARC COMPASS file.

REVISED CIDUDAT

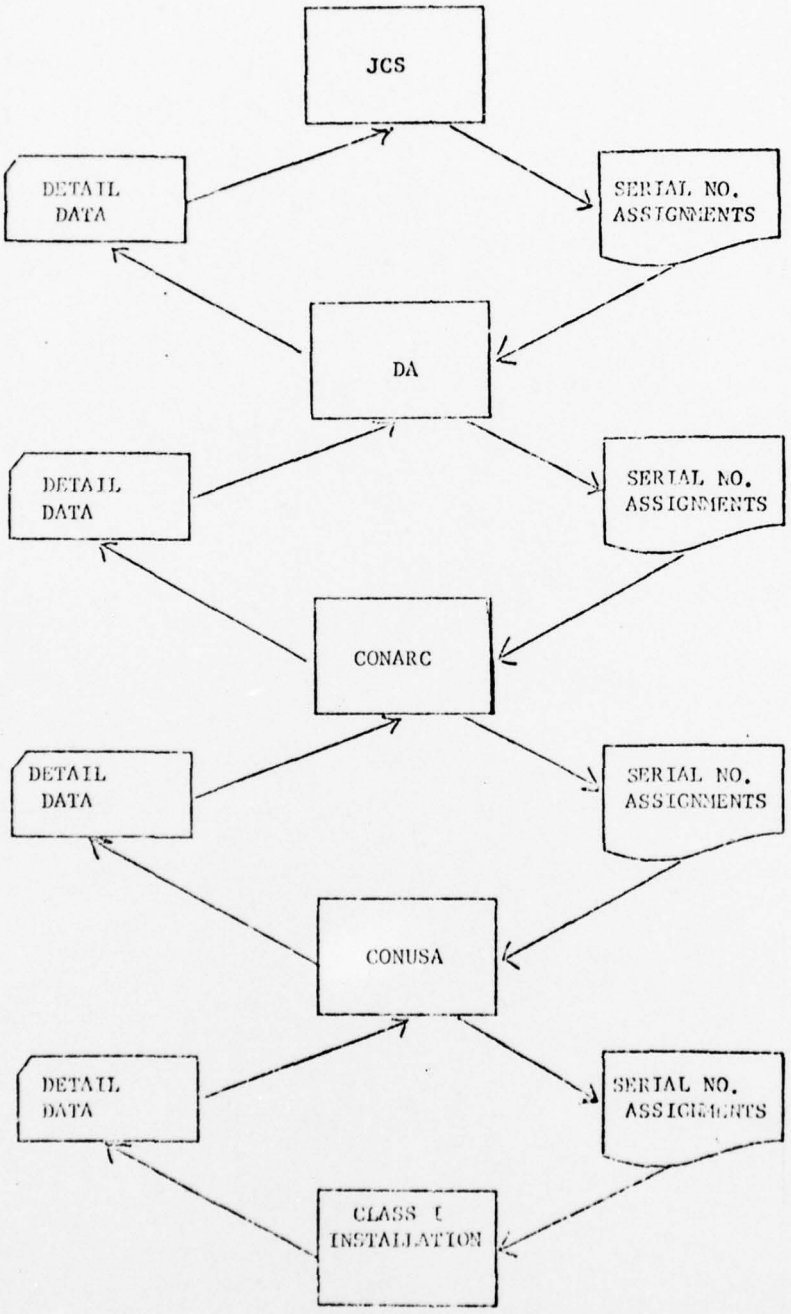


JOINT RESOURCE ASSESSMENT DATA REPORT (JADREP)

1. The JADREP System (to be introduced in June 1972) will be used to support the JAD file maintained at JCS level by the National Military Command System Support Center (NMCSSC). The JADREP System will pass information generated at the installation level to assist the JCS in conducting damage assessment and vulnerability analysis and studies and to assist in mobilization planning and execution. Once the JADREP System begins, changes will be reported as they occur.

2. Although FUSA is not reporting in the JADREP System now, the system is identified to alert planners to the changes which will be required after reorganization. The CONUSA will no longer be in the command chain between Force Command and installations; therefore, installations should report directly to Force Command. However, the Area Command will still be in the chain for reporting the Reserve Components data.

JADREP
Information Flow



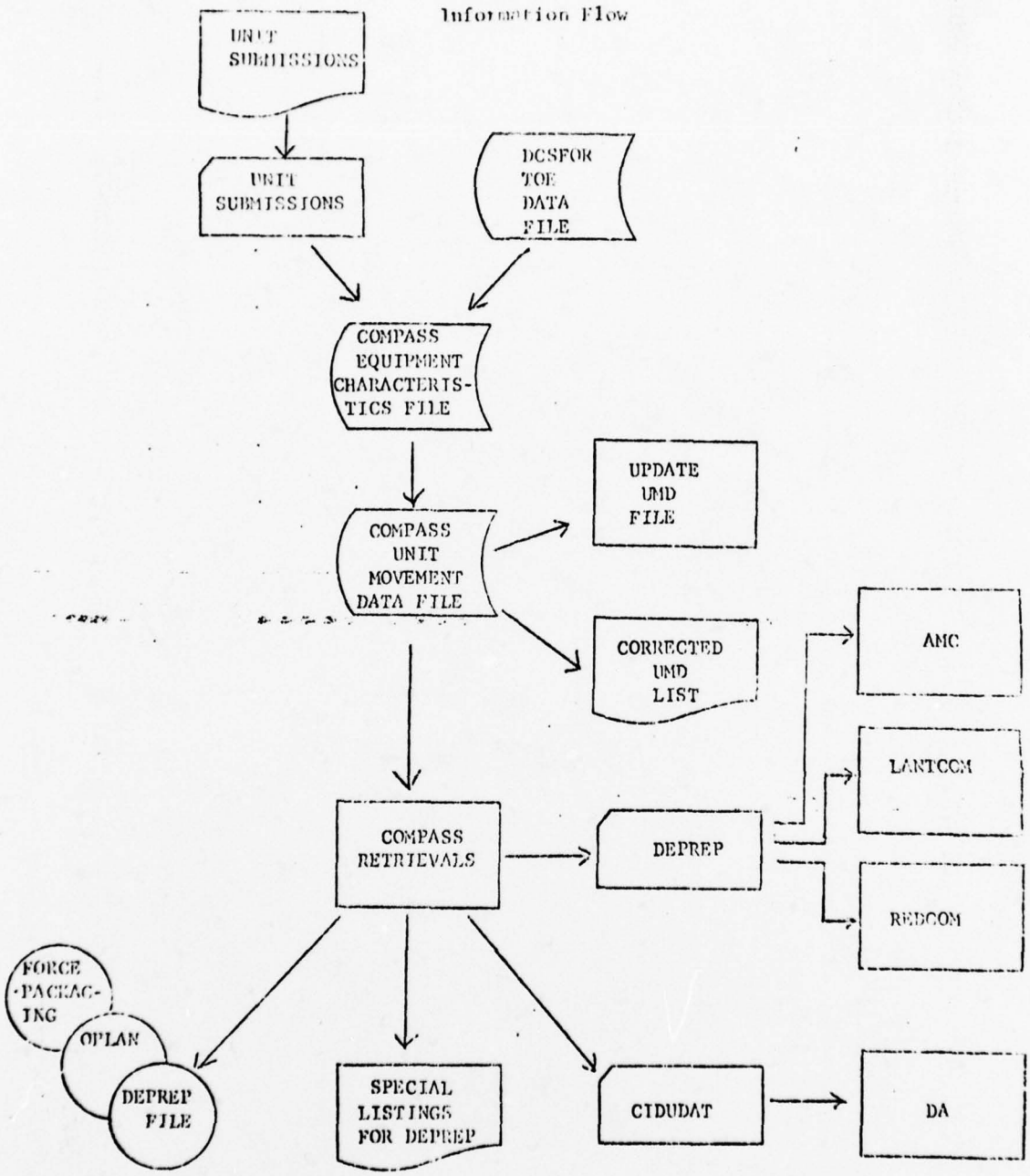
CONARC MOVEMENT PLANNING AND STATUS SYSTEM (COMPASS)

1. COMPASS provides for automatic generation of type unit and specific unit movement requirements data. COMPASS also provides an automatic movement scheduling capability. Unit movement data is produced in terms of shipping configuration and can be used directly to determine shipping requirements.

2. At FUSA, COMPASS reporting (ATLOG-165), is a DCSLOG function. However, the flow is directly between the unit and the CONARC data base (see Appendix II to Annex A).

3. The system is listed here because of its connection (for Active Army units) with CIDUDAT.

COMPASS
Information Flow



ANNEX K - DOMESTIC EMERGENCIES

1. This annex explains the FUSA role in domestic emergencies, the primary activity of three of the four branches in the Plans and Operations Division, Deputy Chief of Staff for Operations and Training (DCSOT).

2. Many of the functions performed are a result of the existence of FUSA as an intermediate echelon between CONARC and the installations. Although coordination between installations is required, all of the functions examined could be performed by another headquarters equally as well.

3. The concept developed in the Installation Management Survey remains valid. The Area Command will have the information required to coordinate the activities of the Reserve Components. Information on installation capabilities would be retained by the Major Command headquarters and provided to the Area Commander when he is tasked to coordinate a domestic emergency mission. A requirement will exist for coordination with the regional offices of the Office of Emergency Preparedness (OEP) and the Office of Civil Defense (OCD) as well as in the State Adjutants General. This function may continue as a responsibility of the Area Command or certain installations may be tasked to provide local representation.

Appendices
I - Plans
II - Operations
III - Civil Defense and Civil Assistance Branch

APPENDIX I - PLANS

1. The Plans Branch, P&O Division, DCSOT, consists of two officers, one enlisted man, one civilian action officer and a clerk-typist. Their only recurring report is a summary of installation plans in support of GARDEN PLOT. Although the report carries a DA Reports Control Symbol, it is required only by CONARC, because CONARC has not yet updated its plan.

2. The plans handled by this branch are primarily concerned with domestic emergencies. In this regard, the CONUSA acts as a coordinator. However, many of their actions assume greater significance because they are in the command chain between the installation and CONARC. In reality the direction comes from CONARC and the resources are at the installation. The CONUSA passes the CONARC directives to the installation, requires the installation to prepare implementing plans and reports the plans preparation back to CONARC.

3. FUSA's role in rescuing the occupants of the Executive Mansion (TAB B) is back up to MDW which has the primary mission. However, the EOD teams, which FUSA controls, have a direct mission when there is a bomb threat or a Secret Service requirement (see Appendix II to Annex P).

Tabs
A - Reports Collection Form
B - Function Survey Form

APPENDIX II - OPERATIONS

1. The Operations Branch, P&O Division, DCSOT, consists of eight personnel who keep in touch with the daily significant events occurring within the FUSA geographical area. As with the Plans Branch, they are primarily organized to handle domestic emergencies.

2. The Operations Branch acts as a liaison between the installations and CONARC. If a unit is deployed in connection with an established plan the CONUSA sends the alert and execution orders. They receive information from the installation as to the unit's shortages and direct transfer from other installations. Their coordinating role is much more significant if a unit is alerted for deployment but has not been previously identified with a specific plan.

3. The Emergency Operations Center is no longer manned 24 hours daily. The facility consists of a conference room, the offices of the Operations Branch, and an Emergency Action Console. When an emergency arises, it is augmented by the appropriate staff officers.

Tabs
A - Reports Collection Form
B - Function Survey Form
C - Emergency Operations Center

A-1-J

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSOT
DIVISION Plans and Operations
BRANCH Plans
SECTION

DATE OF INTERVIEW 18 April 1972

FUNCTIONAL AREA(S) Domestic Emergencies (Civil Disturbance)

NAME OF INDIVIDUAL CONTACTED MAJ Thompson

PHONE # 3834/7566

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. Plans Status Report	DOMS-1	X		DIO	CONARC Civil Disturbance Plan, Appendix 1, Annex R (Garden Plot)	NO	YES	YES	1. All CONUSA submit IA CONARC instructions. 2. Plans Status Report is required only by CONARC. 3. Reports status of installation support plans, the FUSA Logistical Support Plan, and the City Packets prepared by DCSI (GARDEN PLOT).

K-1-A

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
Used by Opn Branch in DCSOT for troop tasking and to see if logistical upport and telligence (city packet) are up-to-date.	YES	YES	NO	CG, CONARC, ATTN: ATOBS-OPS	Letters of Instructions (LOI) naming units to support.	CONARC & MDW	3	0	3	This is a quarterly report prepared by ODCSOT-P&O with input from ODCSLOG & ODCSI. It involves at least three individuals and approx five man-hours.

(r)
CONARC Disposition

1. Plans Status Report.

CONARC (AMSMS-PL-DM) has been receiving this report to satisfy a DA (AOMS) requirement; however, DA no longer requires this report and CONARC intends to delete the requirement from their plan. If CONARC fails to delete this report requirement prior to reorganization, it should be eliminated at that time.

K-1-B

CONUSA SURVEY FORM

FUNCTIONAL AREA Domestic Emergencies

POINT OF CONTACT MAJ Thompson

NAME OF OFFICE Plans

TELEPHONE 3834/7566

	(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1.	Monitor FUSA Planning Directives.	A,B,C,D,E, F,G	2,3	.5 See remarks	.5 See remarks	1,3	Ref colm (d) & (e): Plans Branch subfunctions are not assigned separately. All personnel assigned, collectively contribute to performance of subfunctions (Auth 7) (4 Off, 1 EM, 2 Civ) Assigned (2 Off, 1 EM, 2 Civ) Clk Typ not counted in column e.
2.	Supervises the development, preparation and staff coordination of FUSA Planning Directives for:						
a.	Plan for Defense, other than aerospace defense of the northeastern area and military support of civil defense .	A,B,C,D,E, F,G	2,3,4	2	1	1,3	
b.	Land defense.	A,B,C,D,E,F G	1,2,3,4			1,3	

CONUSA SURVEY FORM

FUNCTIONAL AREA Domestic Emergencies

POINT OF CONTACT MAJ Thompson

NAME OF OFFICE Plans

TELEPHONE 3834/7566

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
c. Rescue, evacuation and security of occupants of the executive mansion.	A,B,D,G	2,3,4			1,4	Backup to MDW
d. Defense against clandestine nuclear weapons.	A,B,C,D,E, F,G	2,3,4			1,3	
e. Continuity of operations.	A,B,C,D,E, F,G,	1,2,3,4			1,2,3,4	
f. Civil disturbances.	B,C,D,F,G	4			1,4	
g. Army component plan for COMICEDEFOR OPLAN 2200.	A,B,C,D,E, F,G	2,3,4			4	CINCLANT/ARLANT - Reserve Component Forces
h. Military support of US Postal operations.	B,C,D,F,G	4			4	

CONUSA SURVEY FORM

FUNCTIONAL AREA Domestic Emergencies

POINT OF CONTACT MAJ Thompson

NAME OF OFFICE Plans

TELEPHONE 3834/7566

	(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1.	USCINCARRED/ USARLANT Contingency Plans.	B,C,D,F,G	4			3	
j.	Combined defense plans with Canada on order CG,CONARC.	B,D	4			3,4	On order - no combined plan now.
3.	Responsible for staff review of missions assigned to the Army Commander in HQ CONARC basic plan.	B,C,D,G	3	.5	.5	2	
4.	Reviews plans for other major DA commands, other Services, Class II installations, and subordinate Class I installations related to those in paragraph 2, above, in which FUSA has an interest or responsibility.	A,B,C,D,E, G	2	.5	.5	3	

K-I-B-3

CONUSA SURVEY FORM

FUNCTIONAL AREA Domestic Emergencies

POINT OF CONTACT MAJ Thompson

NAME OF OFFICE Plans

TELEPHONE 3834/7566

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
5. Provides staff advice to other staff elements on plans submitted by other headquarters.	C,D,G	2	1	.5	2	
6. Programs and develops doctrine and concepts for the conduct of feasibility tests and exercises of plans listed in para 2 above.	A,B,C,D,E, F,G,	2	1	.5	3	
7. Responsible for the maintenance of the DCSOT alternate file, to include periodic inventories.	A,B,C,D,E, F,G	2	.5	.5	2	

APPENDIX II - OPERATIONS

1. The Operations Branch, P&O Division, DCSOT, consists of eight personnel who keep in touch with the daily significant events occurring within the FUSA geographical area. As with the Plans Branch, they are primarily organized to handle domestic emergencies.

2. The Operations Branch acts as a liaison between the installations and CONARC. It a unit is deployed in connection with an established plan the CONUSA sends the alert and execution orders. They receive information from the installation as to the unit's shortages and direct transfer from other installations. Their coordinating role is much more significant if a unit is alerted for deployment but has not been previously identified with a specific plan.

3. The Emergency Operations Center is no longer manned 24 hours daily. The facility consists of a conference room, the offices of the Operations Branch, and an Emergency Action Console. When an emergency arises, it is augmented by the appropriate staff officers.

TABS
A. Reports Collection Form
B. Function Survey Form
C. Emergency Operations Center

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSOT
DIVISION Plans & Operations
BRANCH Opns
SECTION

DATE OF INTERVIEW 18 Apr 72

FUNCTIONAL AREA(S) Domestic Emergencies

NAME OF INDIVIDUAL CONTACTED MAJ Allison

PHONE # 6535/2610/2082/2083

(a) Title/Name of Report	(b) RCS	(c) m	(c) s	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
Military Natural Disaster Assistance (TEMPEST RAPID X-Y-Z)	RCS DD-A (AR)1114 (Was CSGPO-121)	X		Each service installation providing disaster relief	AR 500-60	NO	NO	NO	CONARC may require more information - not less
Civil Defense Report (TEMPEST CIDER)	RCS CSGPO-136 (R1) MIN	X		Each military activity providing civil defense assistance	AR 500-70	NO	NO	NO	Report required and directed by JCS (nuclear attack)
Operational Reports - Lessons Learned	CS FOR-65	X		Operations Office, all Class I Installations	AR 525-15	NO	NO	NO	Used Army-wide.
Commanders Operational Report (OPREP)	ATOPS-79	X		Operations Office, all Class I Installations	CON/AR RED REG 525-15/1A REG 525-9, JCSPUB6	NO	NO	NO	Report required Army-wide Last one was 1970.
Commanders Situation Report (SITREP)	ATOPS-76	X (Telephone)		Operations Office, all Class I Installations	CON REG 525-15, 1A REG 529-9, JCS PUB 6	NO	NO	YES	Telephone report required Army wide on unit movements.

K-II-A

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
Initial Rept, Daily Rept, Final Rept. Confirms Commitment of Service Disaster Assistance.	YES	YES	NO	Thru CONARC To DOMS Info: OCD & OE Regions	N/A	N/A	2	2	2	Final Report Required NLT 90 Days after cessation of Assistance. Voucher submitted by all services involved and forwarded to OEP for fund citation. EOC - ATOPS-PL-DM
Confirms Military Support to Civil Defense	YES	YES	NO	CONARC and DA-ADC	N/A	N/A	2	2	2	None. EOC - to DA
Used to Review and update plans	YES	YES	NO	Consolidated and forwarded to CONARC	N/A	N/A	3	2	12	On average, input for reports is prepared in six staff offices. Requires six preparers and six typists. This has varied from a document of several hundred pages to one of one or two pages.
Used to keep up with Operational Status of Units	YES	YES	NO	Consolidated and forwarded to CONARC	N/A	N/A	1	1	2	None.
Used to keep up with locations at units	YES	YES	NO	Consolidated, forwarded to CONARC Distributed to DCSLOG, DCSCOMPT, AG, DCSOPS Trng Div	N/A	N/A	1	1	2	None.

(r)
CONARC Disposition

1. This report is submitted to the CONARC EOC for information and it is filed. CONARC sends directly to DOMS.

2. This report is received by the EOC as an operational report and forwarded directly to DA. Normal staff notification and filed.

3. This report goes to the EOC and is passed to action officer concerned and filed. Would go to DA if required.

4. This report is required only during agumentation or exercises. Whether or not it is forwarded to DA would depend on the nature of the operation.

5. Commanders Situation Report (SITREP) is received daily and summarized quarterly by the CONARC EOC, then forwarded by message to REDCOM. Internal CONARC distribution includes Operations Division, Communications Center, Operations Branch and Secretary General Staff. It would appear appropriate for the SITREP to go to the Command and Control Branch for inclusion in the FORSTAT.

CONUSA SURVEY FORM

FUNCTIONAL AREA Domestic Emergencies

POINT OF CONTACT MAJ Allison

NAME OF OFFICE Operations Branch

TELEPHONE 6535

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Coordinates and supervises damage assessment data collection, evaluation and reporting within the FUSA Area.	A,B, C, D, E	2	.364	.364	1,3,4	Action taken varies from operation to operation. Decisions are made at all levels in accordance with applicable plans and/or regulations and directives.
Conducts alerts and emergency action procedures, CDEFCONS & DEFCON Exercises	A,B,C,D, E,F,G	2,3,4	.727	.727	1,3	Action taken varies from operation to operation. Decisions are made at all levels in accordance with applicable plans and/or regulations and directives.
Supervises operation at the FUSA Emergency Operations Center when activated.	A,E,F	2	1.091	1.091	2	Action taken varies from operation to operation. Decisions are made at all levels in accordance with applicable plans and/or regulations and directives.
Prepares directives relative to operational reports. Receives, analyzes and forwards operational rpts as required.	A,B,C,D,E, F,G	1,2,3,4	.727	.727	1,2,3,4	Action taken varies from operation to operation. Decisions are made at all levels in accordance with applicable plans and/or regulations and directives.

CONUSA SURVEY FORM

FUNCTIONAL AREA Domestic Emergencies

POINT OF CONTACT MAJ Allison

NAME OF OFFICE Operations Branch

TELEPHONE 6535

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Coordinates and controls military operations.	A thru G	1 Thru 4	.727	.727	1,2,3,4	Action taken varies from operation to operation. Decisions are made at all levels in accordance with applicable plans and/or regulations and directives.
Conducts operations in implementation of FUSA plans as directed.	A thru G	1 thru 4	.727	.727	2	Action taken varies from operation to operation. Decisions are made at all levels in accordance with applicable plans and/or regulations and directives.
Coordinates Active Army troop support for operations, troop and confirmatory tests, projects training exercises, AT, and other activities	A thru G	1 thru 4	2.182	2.182	1,3,4	Action taken varies from operation to operation. Decisions are made at all levels in accordance with applicable plans and/or regulations and directives.
Prepares movement orders and directives for troop units of the Active Army	A, B, D	1 thru 4	.364	.364	1,3,4	Action and decision varies depending on where move is to, duration of move and purpose of move.
Develops and coordinates DCSOT briefing.	A,B	2	.364	.364	2	

Operations Center

1. The FUSA Operations Center is a facility located on the first floor of Building 4553-B, organized to conduct current operations during normal duty hours and emergency operations on a 24-hour a day basis.

2. The Operations Center is the focal point for the Headquarters Staff effort on operational matters and serves as the point of contact on operational matters with the centers of higher, adjacent, and subordinate headquarters.

3. During normal operations the Operations Center is manned and operated by the Operations Branch, Plans and Operations Division, Deputy Chief of Staff for Operations and Training.

4. During emergencies and exercises the Operations Center is manned by selected staff personnel of the headquarters to form operating teams. Staff representatives serve as the link between the Operations Center and their respective staff offices.

5. An emergency action console has been installed in the FUSA Operations Center. This console, when it is connected, will provide a dedicated operational telephone system to furnish direct line communications with CONARC and major Class I installations.

APPENDIX III - CIVIL DEFENSE AND CIVIL ASSISTANCE BRANCH

1. The Civil Defense and Civil Assistance Branch of four people develop the policies for the guidance of the Plans Branch. The resulting plans are then executed by the Operations Branch. The two reports with which they are concerned deal with recovery after nuclear attack. The FUSA gathers information from the installations on the status of units, but the State AG is responsible for recovery. Annually, FUSA collects data from all government activities within the FUSA area and forwards details on units and capabilities available to assist the State AG.

2. The limits on the authority and role of the CONUSA by type of domestic emergency is explained in the FUSA Military Assistance to Civil Authorities Plan summarized in Tab C.

Tabs
A - Reports Collection Form
B - Function Survey Form
C - FUSA Military Assistance to Civil Authorities Plan
D - Search and Rescue

CONUSA Survey (cont)

(r)
CONARC Disposition

1. This report is received by the CONARC EOC for information and forwarded to DA.

2. This report goes from CONUSA to State Adjutants General. Since the JCS require an extensive data base to identify units, their location and capability, it would seem feasible that JCS could sort the data by states and provide the printout to the State Adjutants General.

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSOT
DIVISION Plans & Operations
BRANCH Civil Defense and Civil Assistance Branch
SECTION

DATE OF INTERVIEW 18 April 1972

FUNCTIONAL AREA(S) Domestic Emergencies

NAME OF INDIVIDUAL CONTACTED Mr. Haddad

PHONE # 2559/2986

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. Installation and Unit Status Report Following a Nuclear Attack. (Damage assessment)	CSGPO-147(MIN)	X	X	Army Installations and Activities. Staff element not identified	CON/ARRED REG 525-15 1A Reg 525-9	NO	NO	NO	Report required by DA and CONARC.
2. Availability Listing of Forces - Civil Defense	DD-A(AR) 1079	X		Army Installations and Activities, Navy Districts AF Reserve Regions	DOD Dir 3025.10, AR 500-70 DEF-CONUS-OTAD-CD(U)	NO	NO	NO	Report is required and directed by JCS. Previously automated but couldn't get support (3 different services) should be picked up by WWMCCS.

K-III-A

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1. Report required by DA and CONARC to ascertain post-attack status of forces.	YES	YES	NO	CONARC Ft Knox Subarea HQs	Installation and unit status report following a Nuclear Attack RCS-CSGPO--147 (MIN)	Each higher headquarters	2	2	2	n. Initial report (by Col. d) to DA, DEPTAR/MAIN, CONARC, Sixth USArmy, Ft. Knox, Sub-area headquarters. Consolidate report (by FUSA) to col. n.
2. Reviews for accuracy and consolidates by state.	Yes	NO	NO	State AG	N/A	FUSA prepares based on feeder input from units, staff, district engineers, Naval districts, Eastern A.F. Reserve region, etc. once per year	2	2	2	All services & DOD agencies report annually all units by state to the Army Commander, who in turn forwards to State A.G. for planning response to a nuclear attack. Coul be performed by service liaison officer (Reserve) to state AG or JCS could print out listing by state and forward it to state AG through DA.

CONUSA SURVEY FORM

FUNCTIONAL AREA Domestic Emergencies

POINT OF CONTACT Mr. Steele

NAME OF OFFICE CD/CA Branch

TELEPHONE 2559/2986

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Represents the Army Commander on the Regional Preparedness Committees of Office of Emergency Preparedness and the Regional Civil Defense Coordinating Boards of Office of Civil Defense.	G	4	Note 1	Note 2	4	Note 1: CONARC Manpower Survey (Nov 71) recognized requirements for: 1 Branch Chief (Civ), 4 Mil Plans Sp (Civ), 2 Clerk Steno (Civ). Authorized manning level established at: 1 Branch Chief (Civ), 2 Mil Plans Sp (Civ), 1 Clerk Steno (Civ)- (not included in column e)
2. Exercises primary staff supervision over FUSA plans, programs, and directives for:						Note 2: Branch Chief is primary representative to RCDCB for Regions 1 & 2, OCD; RPC for Regions 1,2 & 3 OEP and an alternate to RPC for Regions 4 and 5, OEP.
a. Military assistance to civil authorities.	A,B,C,D,E,G	1,2,4		.5	1,3,4	
b. Survival measures.	A,B,D,E,F,G	1,2,4		.5	1,3,4	
c. Mobilization.	A,B,C,D,E	1,2,3,4		.5	1,2,3,4	

CONUSA SURVEY FORM

FUNCTIONAL AREA Domestic Emergencies

POINT OF CONTACT Mr. Steele

NAME OF OFFICE CD/CA Branch

TELEPHONE 2559/2986

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
d. Search and rescue.	A,B,C,D,E	1,2		.25	1	
3. Reviews supporting plans and directives related to those in para 2 above, in which this headquarters has an interest or responsibility.	B,C,D,E	1		Note 3	1	Note 3: Personnel utilization for subfunction 2 are applicable.
4. Programs and develops doctrine and concepts for the conduct of feasibility tests and exercises of plans listed in para 2 above.	A,B,C,D,E, F,G	2		Note 3	3	
5. Coordinates the provision of guidance and military assistance to civil agencies.	A,D,E	2		.25	1,2,3,4	

CONUSA SURVEY FORM

FUNCTIONAL AREA Domestic Emergencies

POINT OF CONTACT Mr. Steele

NAME OF OFFICE CD/CA Branch

TELEPHONE 2559/2986

	(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
6.	Be prepared to execute mutual security and support agreements with States and Commonwealths in the FUSA area, with other armies, services, and Canada as required.	B	3,4		As required	3,4	This is a be prepared mission, but is questionable that the CONUSA would enter into mutual security agreements with the states and commonwealths. However, CONARC has tasked FUSA to be prepared to enter into such an agreement as a result of the Canada-US Basic Security Plan.
7.	Supervises FUSA Mobilization Designee Liaison Detachment (15 Mob Designees, 1 per state).	A,B,D,E	2		Note 4	2	Note 4: Personnel utilization included in 2a.

THE FUSA MILITARY ASSISTANCE TO
CIVIL AUTHORITIES PLAN (1A-CAP)

1. Assigns responsibilities and prescribes policies and procedures for providing military support to civil authorities during domestic emergencies when requested, when directed by higher headquarters, or when necessary to save human lives, prevent extreme suffering or mitigate major damage to property (imminent seriousness).

2. Domestic emergencies covered in this plan include natural and man-made disasters, civil disturbances and civil defense emergencies (those resulting from nuclear attack).

3. Primary responsibility for domestic emergency relief operations rests with the civil government. Military support, except in cases of imminent seriousness, is provided only when civil resources are exhausted or not available.

4. HQ, FUSA, exercises executive agency responsibility for coordinating and controlling the forces and resources of all military services made available for--

(a) Natural and man-made disaster relief support operations in the FUSA area and the border provinces of Canada.

(b) Civil defense support operations following nuclear attack.

5. In disaster relief (natural and man-made), FUSA responds to all requests from Office of Emergency Preparedness (OEP) Regions and from the Fort Meade Liaison Office of the Eastern Area (Alexandria, VA) American National Red Cross (ANRC). Requests from other sources (other than in cases of imminent seriousness) are coordinated with these agencies.

6. Planning and operational responsibilities for military support of civil defense, within each state, by agreement, are delegated to State AG. Responsibility for the District of Columbia is assigned to the AG of Maryland. CONUSA is responsible for making forces available to State AG.

7. Forces or resources to be employed in connection with civil disturbance operations must be approved by FUSA, CONARC, and DA.

8. Closely related to domestic emergencies are search and rescue mission conducted by the US Air Force (inland areas of CONUS) and the US Coast Guard (inland and coastal waters). Procedures to be followed by Class I and Class II installations and activities and by ARADCOM activities are prescribed in FUSA Reg 525-4.

9. Domestic emergency relief is directed from the FUSA Operations Center discussed in Appendix II, Tab C.

SEARCH AND RESCUE

1. The National Search and Rescue Plan assigns responsibility for coordinating search and rescue operations to the US Air Force over the inland areas of CONUS, except waters, and to the US Coast Guard over all waters (inland and coastal) subject to the jurisdiction of the United States.

2. In the FUSA area, US Air Force responsibility is delegated to the Eastern Aerospace Rescue Center, Eglin Air Force Base, Florida. US Coast Guard responsibility is delegated to the following Coast Guard Districts: First (Boston, Massachusetts); Third (New York, New York); Fifth (Norfolk, Virginia) and Ninth (Cleveland, Ohio).

3. FUSA supports the Eastern Aerospace Rescue Center and the US Coast Guard districts, on request, coordinating the efforts of all US Army forces, in area.

4. FUSA Regulation 525-4, "Search and Rescue," assigns responsibilities to and prescribes procedures for conducting search and rescue operations by Class I and II installations and activities and by ARADCOM activities.

ANNEX L - INTELLIGENCE

1. The Deputy Chief of Staff for Intelligence (DCSI) is responsible for the planning, direction, and supervision of the intelligence, counterintelligence, and security activities of the command. The DCSI exercises operational control over three Active Army military intelligence units and general staff supervision over the US Army Security Agency (ASA) Detachment, FUSA, and the FUSA Staff Weather Officer (SWO). The Office of the DCSI consists of an administrative branch and two divisions, with each division having three subordinate branches. Appendix I is the current organization chart of the FUSA DCSI.

2. The Plans, Operations, and Training Division is responsible for the intelligence planning, training, and current operational intelligence functions of the command and has three subordinate branches. The functions of the Plans and Operations Branch, the Training Branch, and Current Intelligence Branch are discussed in Appendixes II, III, and IV, respectively.

3. The Security Division is responsible for the security clearance, adjudication, and security of military information functions of the command and has three subordinate branches. Functions of the clearance, adjudications, and security of Military Information Branches are discussed at Appendices V, VI, and VII, respectively.

4. The Administrative Branch provides internal administrative services to the Office of the DCSI. These services include message center activities, program, and budget functions, and correspondence office-of-record activities.

5. The US Army Security Agency Detachment, FUSA, represents the CG, USASA at HQ, FUSA and provides advice and assistance to CONUS installations in the FUSA area on ASA matters, as appropriate. General Order 103, HQ, Second US Army, 16 September 1965, attaches this unit to Fort George G. Meade, MD for logistical support. The DCSI exercises general staff supervision over this ASA detachment and coordinates its efforts in support of FUSA activities. Operational control of this unit is retained by CG, USASA.

6. The FUSA Staff Weather Officer is responsible for providing air weather services to the command. He is a FUSA Special Staff Officer under the general staff supervision of the DCSI. Additionally, he serves as Commanding Officer of Detachment 4, 16th Weather Squadron, located at Fort George G. Meade. Operational control of the SWO is retained by the Commanding Officer, 16th Weather Squadron, who also serves as the SWO for HQ CONARC. HQ, Fort George G. Meade provides logistical support to the SWO under the provisions of joint regulation AR 115-10/AFR 105-3. HQ, FUSA provides approximately $700 per year for use by the SWO for TDY expenses in connection with travel required in support of Army activities.

7. The US Army Intelligence Command (USAINTC) supports FUSA by conducting personnel security investigations, counterintelligence surveys and inspections, technical surveys and inspections, and by providing other authorized counterintelligence services as required. CONARC letter, subject: Counterintelligence Support, 24 September 1970, authorizes FUSA to directly contact USAINTC to obtain requisite counterintelligence support. Guidance to USAINTC subordinate elements in this regard is contained in USAINTC Regulation 381-100.

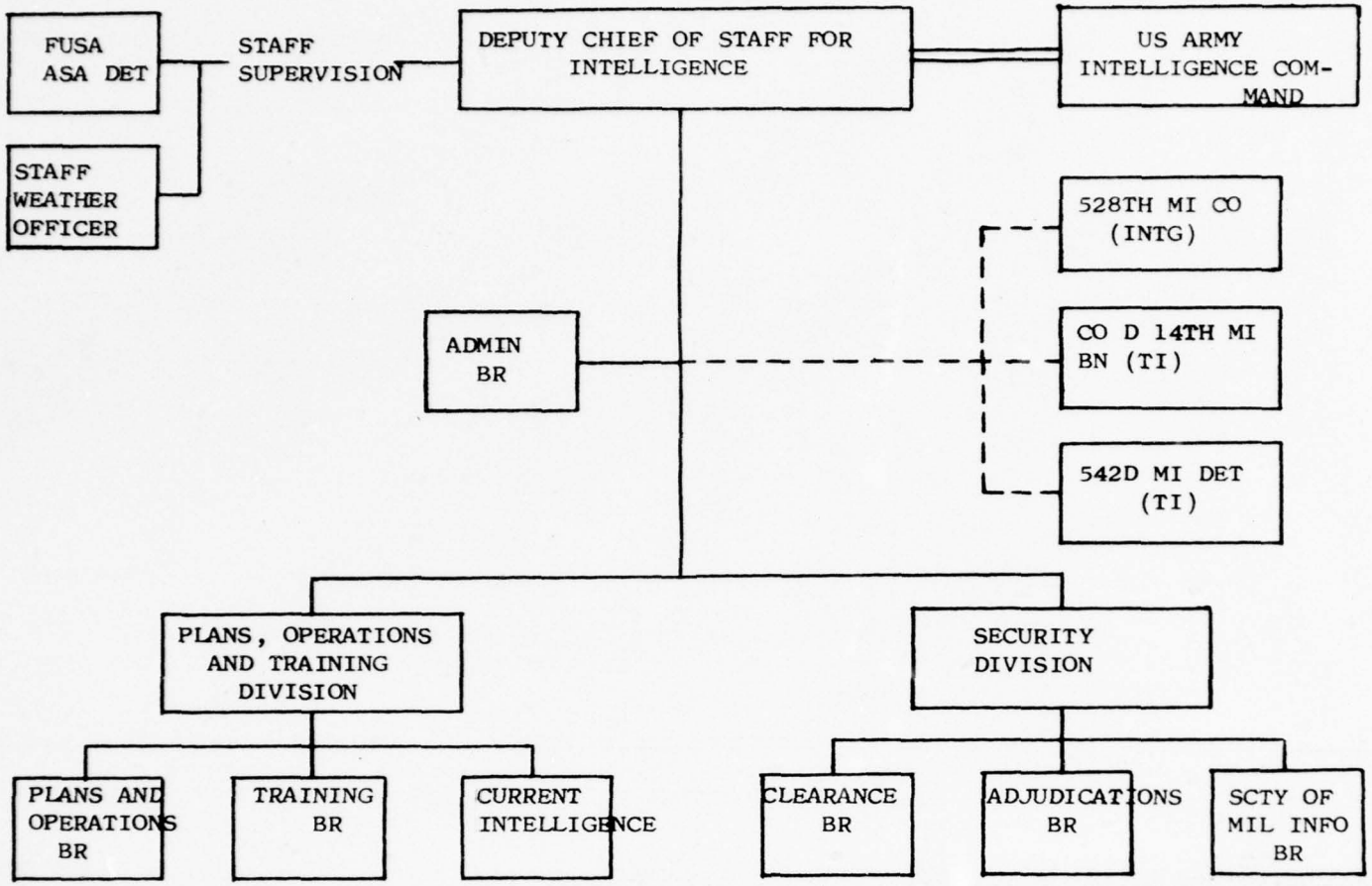
8. The FUSA DCSI exercises operational control over the 528th MI Company (Interrogation), Company D (Technical Intelligence) of the 14th MI Battalion, and the 542d MI Detachment (Technical Intelligence). These are separate military intelligence units located in the FUSA area. The 542d MI Detachment and Company D, 14th MI Battalion, are stationed at Aberdeen Proving Ground (APG), Maryland, in order to take advantage of the "hands on" technical intelligence training provided by Foreign Science Institute of Technology located at APG. The US Army Ordnance Center/School, a CONARC activity, provides administrative and logistical support to these units. The 528th MI Company is located at Fort George G. Meade and receives administrative and logistical support from HQ, FUSA Support Element.

Appendices

I - DCSI Organizational Chart
II - Plans and Operations Branch
III - Training Branch
IV - Current Intelligence Branch
V - Clearance Branch
VI - Adjudications Branch
VII - Security of Military Information Branch

43

DEPUTY CHIEF OF STAFF FOR INTELLIGENCE



I-7

I-1

I-1

APPENDIX II - PLANS AND OPERATIONS BRANCH

1. The Plans and Operations (P&O) Branch of the Plans, Operations, and Training (PO&T) Division, DCSI, is responsible for the intelligence planning; mapping, charting, and geodesy; aerial reconnaissance; and intelligence operations functions of the FUSA. Its activities encompass the entire spectrum of FUSA areas of command interest including the Active Army, Reserve Components, and ROTC. This branch also exercises operational control over the 528th MI Company, Company D of the 14th MI Battalion; and the 542d MI Detachment, for the DCSI. The Branch Chief is normally the rating officer of the commanders of these units; however, at the present time, the CO of the 528th MI Co is senior to the Branch Chief and is rated by the PO&T Division Chief. This branch has a recognized manpower requirement of six; an authorized strength of six; and three personnel are presently on hand.

2. P&O Branch serves as the intermediate intelligence planning and operations activity between subordinate Active Army and Reserve Component units and installations and FUSA's higher headquarters at DA and CONARC. The branch responds to orders and requirements from CONARC and tasks, assists, and supports FUSA subordinate elements.

3. Installations are tasked to provide intelligence plans, intelligence annexes to operation and contingency plans, requirements for maps and aerial photographs, an annual inventory of censorship stamps, and plans in support of the National Postal and Travelers Censorship Organization (NPTCO). P&O Branch provides guidance and direction to subordinate installations in the form of intelligence plans and annexes, directives, regulations, and supplements to Army regulations. Additionally, the branch responds to operational requirements of subordinate installations within its functional area.

4. The P&O Branch responds to CONARC requirements by providing intelligence plans and annexes to operation and contingency plans; requirements for maps and aerial photography in support of the Active Army, Reserve Components, and ROTC Detachments; preparation of Civil Disturbance Information Planning Packets; spot-checking the adequacy and maintenance of prepositioned civil disturbance operational maps; and providing information as required within its functional area.

5. P&O Branch receives no requirements directly from DA. However, many of the CONARC requirements in this functional area which are levied on FUSA are the result of DA requirements levied on HQ CONARC.

Tabs
A - CONUSA Survey Reports Collection Form
B - CONUSA Functions Survey Form
C - Plans and Operations Flow

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE Deputy Chief of Staff for Intelligence
DIVISION Plans, Operations and Training
BRANCH Plans and Operations
SECTION _____

DATE OF INTERVIEW 17 Apr 72

FUNCTIONAL AREA(S) Intelligence Plans & Operations

NAME OF INDIVIDUAL CONTACTED MAJ J. B. Mucelli

PHONE # 2666

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
No recurring reports within this area.									

L-II-A

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks

CONUSA Survey (cont)

(r) CONARC Disposition
Not Applicable

CONUSA SURVEY FORM

FUNCTIONAL AREA Intelligence Plans and Operations

POINT OF CONTACT MAJ J. B. MUCELLI

NAME OF OFFICE Plans and Operations Branch, DCSINT

TELEPHONE 2666

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Plans and maintains FUSA intelligence requirements for all emergency operations and the Emergency Operations Center (EOC).	A,B,C,D.	2,4	.54	.27	3,4	Provides intelligence focal point in EOC during civil disturbances. Civil disturbance chain of command runs from committed Task Force Commander directly to Director of Military Support, DA, by-passing the CONUSA. CG, FUSA responsible for military operations during natural disasters. EOC also becomes operational during CPX.
2. Develops the Army Intelligence Plan, the National Postal and Travelers Censorship Plan, and Civil Disturbance Information Planning Packets; the intelligence portion of FUSA plans; and reviews subordinate command plans.	A,B,C,D,E	2	3	1.5	2	The Army Intelligence Plan includes provisions for civil disturbances, natural disasters, land defense of CONUS, and continuity of operations. NPTCO is a joint Army/Air Force Reserve Unit. FUSA has Army responsibility for supervising NPTCO. State AG provide input for civil disturbance planning packets which are prepared by the FUSA DCSI. FUSA maintains planning packets on 24 priority cities and, by direction of the CG, packets on 13 other cities of interest within the FUSA area. 80% of the effort in this functional area is devoted to the Active Army and 20% of the effort devoted to the Reserve Components.

CONUSA SURVEY FORM

FUNCTIONAL AREA Intelligence Plans and Operations

POINT OF CONTACT MAJ J. B. MUCELLI

NAME OF OFFICE Plans and Operations Branch, DCSINT

TELEPHONE 2666

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
3. Develops statements of current intelligence interest for HQ, FUSA	B,C	4	0	0	Eliminate	This function was based on an annual requirement from DIA to request intelligence publications. Requirement has been terminated, therefore, this function can be eliminated.
4. Develops intelligence objectives and procedures; coordinates intelligence support of maneuvers, field exercises, CPX, and special operations.	A,B,D	2	.54	.27	2.3	80% of effort in this functional area devoted to the Reserve Components and 20% devoted to the Active Army.
5. Provides G-2 air planning and participation as required in maneuvers, field exercises, CPX, and special operations.	A,B,D	2	.12	.06	3	80% of effort in this area is devoted to Reserve Components, and 20% devoted to the Active Army.
6. Establishes and coordinates map and aerial photographic policy and procures and stores maps for other staff offices of the HQ.	A,B,D	2,4	.6	.3	2,3,4	This function includes preparation of annual JSOP map requirements submission. This submission is sent through CONARC to DA for inclusion in the DA JSOP submission. 95% of effort in this area is devoted to the Reserve Components and 5% is devoted to the Active Army.

I-II-B-2

CONUSA SURVEY FORM

FUNCTIONAL AREA Intelligence Plans and Operations

POINT OF CONTACT MAJ J. B. MUCELLI

NAME OF OFFICE Plans and Operations Branch, DCSINT

TELEPHONE 2666

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
c. 542d MI Detachment (Technical Intelligence), located at Aberdeen Proving Grounds, MD						

CONUSA SURVEY FORM

FUNCTIONAL AREA Intelligence Plans and Operations

POINT OF CONTACT MAJ J. B. MUCELLI

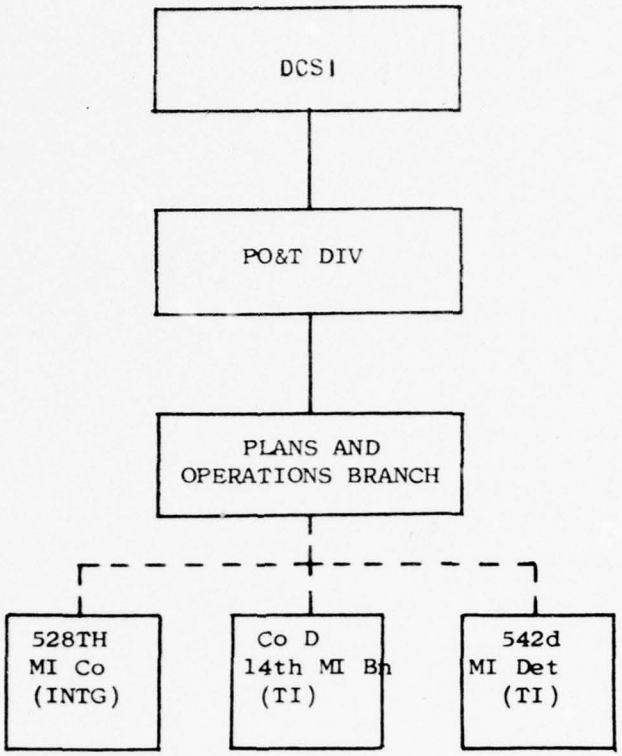
NAME OF OFFICE Plans and Operations Branch, DCSINT

TELEPHONE 2666

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Audits and verifies map procurement requisitions from USAR and ARNG units. Supervises inventories pertaining to the supply of maps for support of contingency plans.						
7. Establishes, in coordination with the Staff Weather Officer (SWO), the weather support requirement.	B	2	0	0	3	All actions in this area are performed by the SWO. The DCSINT exercises general Staff supervision of the SWO and coordinates his activities.
8. Exercises operational control of the following military intelligence units: a. 528th MI Co (Interrogation) located at Ft Meade, MD. b. Co D (Technical Intelligence), 14th MI Bn, located at Aberdeen Proving Grounds, MD	A	2	1.2	.6	3	Administrative and logistical support to the 528th MI Co. is provided by the 1st USA Support Element. Administrative and logistical support to Co D, 14th MI Bn, and the 542d MID is provided by Ordnance Center/School, APG, MD.

I-II-B-3

PLANS AND OPERATIONS BRANCH, PO&T DIVISION, DCSI



APPENDIX III - TRAINING BRANCH

1. The Training Branch of the Plans, Operations, and Training Division, DCSI, is responsible for staff supervision of intelligence training of Active Army and Reserve Component personnel and units within the FUSA area. Active Army training is a staff responsibility of the Deputy Chief of Staff for Operations and Training (DCSOT) and Reserve Component training falls in the functional area of the Deputy Chief of Staff for Reserve Forces (DCSRF). DCSI recommends to DCSOT and DCSRF policies and procedures regarding intelligence aspects of training. This branch plans, organizes, and directly supervises the FUSA Intelligence Training Army Area School (ITAAS). The ITAAS is an intelligence orientation and specialist school conducted by each CONUSA primarily for members of the Reserve Components. Personnel from the Active Army and from other services may attend the ITAAS on a space available basis. This branch evaluates the unit readiness of Active Army and USAR units insofar as intelligence readiness is concerned and monitors the assignment of personnel to intelligence units of the Active Army and Reserve Components. This branch has a recognized manpower requirement and an authorized strength of five personnel; four persons are presently assigned.

2. The Training Branch serves as the intermediate intelligence training coordinator between subordinate Active Army and Reserve Component units and installations and FUSA's higher headquarters at DA and CONARC. The branch responds to orders and requirements from DA and CONARC and tasks, assists, and supports FUSA subordinate elements.

3. Interface between this branch and FUSA installations is minimal. The Training Branch provides guidance to installations concerning intelligence training and tasks Fort Meade, Maryland, to provide administrative and logistical support to the FUSA ITAAS.

4. The Training Branch responds to the intelligence training requirements contained in CONARC's basic training regulation, CON Reg 350-1. The FUSA ITAAS is conducted at the direction of CG, CONARC and this branch is required to monitor and evaluate the training of military intelligence linguists.

5. The Training Branch responds to DA requirements in the area of Reserve Component intelligence training. In accordance with AR 140-192, this branch monitors the initial training of Reserve personnel assigned within the Military Intelligence Branch. In response to the Assistance Chief of Staff for Intelligence (ACSI), DA, the Training Branch fills Reserve quotas to attend Defense Symposiums on Strategic Intelligence and forwards training program outlines to the appropriate Military Intelligence Detachment (Strategic).

Tabs
A - CONUSA Reports Collection Form
B - CONUSA Functions Survey Form
C - Intelligence Training Flow

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE Deputy Chief of Staff for Intelligence
DIVISION Plans, Operations and Training
BRANCH Training
SECTION

DATE OF INTERVIEW 17 Apr 72

FUNCTIONAL AREA(S) Intelligence Training

NAME OF INDIVIDUAL CONTACTED CPT S. E. Wilson

PHONE # 2664

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. Combat Surveillance and Target Acquisition Support Capability	ATINT-17	X		Armor School and Center; Signal Center and School; 1st Squadron 6th ACR; 194th Armored Bde; 6th Sqdn, 32d Armor.	CON Reg 525-16	NO	YES	NO	Report required by DCSI CONARC. CONUSA cannot change report but may make comments on separate inclosure.
2. CONUSA Commanders Summary	None	X		CONUSA	App 2 to Annex K CON Reg 350-1.	NO	YES	NO	Report provides a summary of training conducted during the annual Intelligence Training Army Area School conducted by FUSA

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1. Not used	YES	NO	NO	CONARC	NONE	NA	2	2	2	Time expended: 4 manhours per quarter
2. Provide reference for ITAAS Operations	YES	YES	YES	CONARC	NONE	NA	4	4	4	Information copy of report furnished US Army Intelligence School.

L-III-A-2

I-III-A-2

CONUSA Survey (cont)

(r)

CONARC Disposition

1. This report serves as the basis for decisions regarding allocation and redistribution of CSTA assets within CONUS. Provides a source of reference material on the subject and assists CONARC in managing the assets. Report can be redesignated as a semi-annual rather than a quarterly report. Report should be considered for elimination as information can be acquired on an "as needed" basis.

2. CONARC uses information contained in this report as a command summary of the CONUSA ITAAS training; to prepare statistical data used in briefings and reports; as a source of background and reference matter; and as basis for decisions regarding the planning and conduct of future training.

CONUSA SURVEY FORM

FUNCTIONAL AREA Intelligence Training

POINT OF CONTACT CPT S. E. Wilson

NAME OF OFFICE Training Branch, DCSINT

TELEPHONE 2664

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Prepares policies and directives pertaining to intelligence training of Active Army and USAR personnel and units in coordination with DCSOT & DCSRF.	A,B,D,E,G	2	.25	.2	2,3	DCSI provides recommendations on intelligence training matters. DCSOT has decision authority for Active Army training and DCSRF is decision authority for Reserve Component training. 95% of effort in this area is expended on the Reserve Components and 5% of expended on Active Army.
2. Supervises and provides guidance for the intelligence training of individuals and units to include technical training of USAR and active military intelligence units and personnel.	A,B,D,E,G	2	1	1	2,3	Decision authority in this area is the same as above. 95% of effort in this area is expended on Reserve Components and only 5% expended on the Active Army.
3. Coordinates the AT of USAR MI units and personnel with DCSRF and monitors training during AT period	A,B,D,E,F,G	2	1	.2	2	DCSI responds to DCSRF requirements concerning AT scheduling, inspections, and staff visits to USAR MI units.

CONUSA SURVEY FORM

FUNCTIONAL AREA Intelligence Training

POINT OF CONTACT CPT S. E. Wilson

NAME OF OFFICE Training Branch, DCSI

TELEPHONE 2664

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
4. Monitors personnel actions pertaining to the transfer of USAR officer personnel to the MI Branch and all enlistments and assignments to USAR MI units. Monitors requests for appointment and branch transfer into the MI Branch of personnel of the Active Army.	B,D	2,4	.5	.4	2,3,4	DCSI comments to AG on the professional and technical qualificiations of personnel being considered for assignment to USAR MI duties. DCSI recommends the awarding of certain intelligence MOS after completion of OJT. Certain MOS must be awarded by DA. CG CONARC has directed that the same system of DCSI review be implemented for personnel of the Active Army. Authority: AR 140-192, AR 135-100. 80% of effort in this area devoted to Reserve Components and 20% of effort devoted to Active Army.
5. Plans, supervises, and directs the operation of FUSA Intelligence Training Army Area School (ITAAS)	A,B,C,D, E,F,G	2	2	1.6	2	The ITAAS is an intelligence orientation and specialist school conducted by the CONUSA for members of the Reserve Component. Active Army and other services may attend on a space available basis.

I-III-B-2

I-III-B-2

CONUSA SURVEY FORM

FUNCTIONAL AREA Intelligence Training

POINT OF CONTACT CPT S. E. Wilson

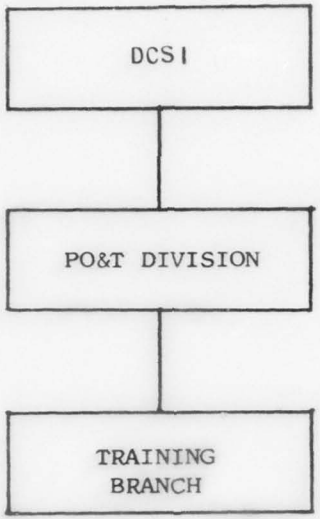
NAME OF OFFICE Training Branch, DCSINT

TELEPHONE 2664

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
6. Evaluates the unit readiness of Active Army and USAR units, insofar as intelligence training is concerned, in coordination with DCSOT and DCSRF.	B,D	2	.25	.2	2,3	DCSRF has decision authority for readiness matters concerning the Reserve Components and DCSOT has decision authority for the Active Army. 95% of effort devoted to Reserve Components and 5% devoted to Active Army.
7. Monitors and approves the assignment of mobilization designees to the office of the DCSI[redacted] and schedules their AT.	A,B,D	2	.25	.2	2	29 mobilization designees are assigned to DCSI[redacted].
8. Monitors the foreign language capability status of Reserve Component intelligence personnel and supervises the language training program of these Reserve Components.	A,B,D,E	2	.25	.2	2	Reserve Component personnel are scheduled into the FUSA language training facility by DCSI. The 528th MI Co (INTG) uses the language training facility as required. 95% of effort within area expended in support of Reserve Components and only 5% expended for the Active Army.

L-III-B-3

TRAINING BRANCH, PO&T DIVISION, DCSINT



APPENDIX IV - CURRENT INTELLIGENCE BRANCH

1. The Current Intelligence Branch (CIB) of the Plans, Operations, and Training Division, DCSI, is responsible for the collection, analysis, production, and dissemination of information pertaining to the activities of individuals, groups, and organizations which may pose a threat to the missions or security of FUSA. The functions of this branch have been greatly curtailed by DOD restrictions on the collection, retention, and use of information concerning non-DOD affiliated personnel and organizations. For all such information, DA and its subordinate elements must rely on the Justice Department. All off-post counterintelligence liaison in the FUSA area is conducted solely by the USAINTC. The CIB prepares periodic foreign and domestic intelligence summaries, studies, and reports. This branch is responsible for planning and coordinating visits to HQ, FUSA by foreign dignitaries and for monitoring such visits to subordinate installations. This branch has minimum interface with the Reserve Components. This branch has a recognized manpower requirement of six and an authorized and assigned strength of five personnel.

2. The CIB serves as the principal current intelligence reporting agency between subordinate units and installations and FUSA's higher headquarters at DA and CONARC. The branch responds to orders and requirements from CONARC and DA and tasks, assists, and supports FUSA subordinate elements.

3. Installations are required to report dissident activities within their commands and those which pose a direct threat to their commands. Copies of underground newspapers and other dissident literature discovered on subordinate installations are forwarded to this branch. The CIB, in turn, furnishes to the installation dissident information which could affect the installation's operations.

4. The CIB prepares periodic reports and summaries in response to CONARC requirements. The branch responds to CONARC -- initiated special requests for information as required.

5. The CIB maintains a current listing of identified dissidents in the FUSA area and reports periodically the current status of these individuals in response to DA directives. The branch reports directly to ACSI, DA in certain specified areas. DA coordinates directly with FUSA concerning visits of foreign dignitaries to FUSA installations and activities.

Tabs
A - CONUSA Reports Collection Form
B - CONUSA Functions Survey Form
C - Current Intelligence Flow

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE Deputy Chief of Staff for Intelligence
DIVISION Plans, Operations and Training
BRANCH Current Intelligence
SECTION

DATE OF INTERVIEW 17 Apr 72

FUNCTIONAL AREA(S) Current Intelligence

NAME OF INDIVIDUAL CONTACTED Mr. E. W. Crawford

PHONE # 2668

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. Dissidence in the Army	None	X		Class I Installations	DA MSG, DTG 192136Z May 69, ACSU-CIPP	NO	NO	NO	DA-directed report. CONUSA does not change report because, by CONUSA decision, local Commander is ultimately responsible for determining dissident activity within his command.
2. Acquisition of Information concerning Persons and Organizations not affiliated with the Department of Defense	None	X		Class I Installations	DA Ltr, 1 Jun 71, same subj, ACSI DA.	NO	NO	NO	DA-directed report.
3. Monthly Counterintelligence and Intelligence Summary	None	X		CONUSA	CONARC Ltr, 31 Aug 70, same subj, ATINT-SCTY.	NO	YES	YES	CONARC-directed report.

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1. Consolidate and forward to CONARC. Used within DCSI to monitor dissidence within the Army.	YES	NO	NO	ACSI DA Information CONARC	NO	NA	2	2	2	Civilian specialist prepares report. It is approved by Branch and Division Chiefs prior to dispatch.
2. Provides guidance and direction concerning CI activities	YES	YES	YES	CONARC	NO	NA	2	2	2	Insures compliance with current directives regarding counter-intelligence activities.
3. To report counter-intelligence and intelligence activities in a summary form for a monthly period.	YES	YES	YES	CONARC	YES	Higher Headquarters	2	2	2	

I-IV-2

II-V-A-2

CONUSA Survey (cont)

(r)

CONARC Disposition

1. This report satisfies a DA requirement. CONARC receives the report from CONUSA, consolidates the report, and forwards it to ACSI, DA. At CONARC, the report serves as a source of statistical data, reference material, and background information and provides information upon which decisions are made concerning the management of this program.

2. This report satisfies an annual DA reporting requirement. Information received from CONUSA are consolidated at CONARC into a report which is forwarded to ACSI, DA. ACSI, in turn, sends a DA report to the Defense Investigation Review Council (DIRC).

3. This CONARC-required report serves as the principal periodic intelligence summary for CONUS. It provides statistical data and information upon which decisions concerning intelligence activities are based.

CONUSA SURVEY FORM

FUNCTIONAL AREA Current Intelligence

POINT OF CONTACT Mr. E. W. Crawford

NAME OF OFFICE Current Intelligence Branch, DCSI

TELEPHONE 2668

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Collects, collates, analyzes, produces, and disseminates intelligence summaries pertaining to activities of individuals, groups and organizations which may affect the mission or security of FUSA.	B,C,D,E	1,2	3	3	1,3	Information obtained through this function may be used as basis for a decision at installation or FUSA level. This function greatly curtailed by DOD restrictions on collection of information concerning non-DOD affiliated civilians.
2. Prepares and disseminates the FUSA Intelligence Summary	B,C,D,E	1,2,3,4	1	1	1,2,3,4	Information obtained through this function may be used as the basis for decisions at each level of command. This report is disseminated to State AG and USAR commands.
3. Plans for and coordinates visits of foreign personnel to HQ FUSA and monitors all such visits to installations.	A,B,D,E	2,4	.5	.5	3,4	Performs all details related to visits to FUSA by foreign personnel. DA notifies FUSA of planned visits.

CONUSA SURVEY FORM

FUNCTIONAL AREA Current Intelligence

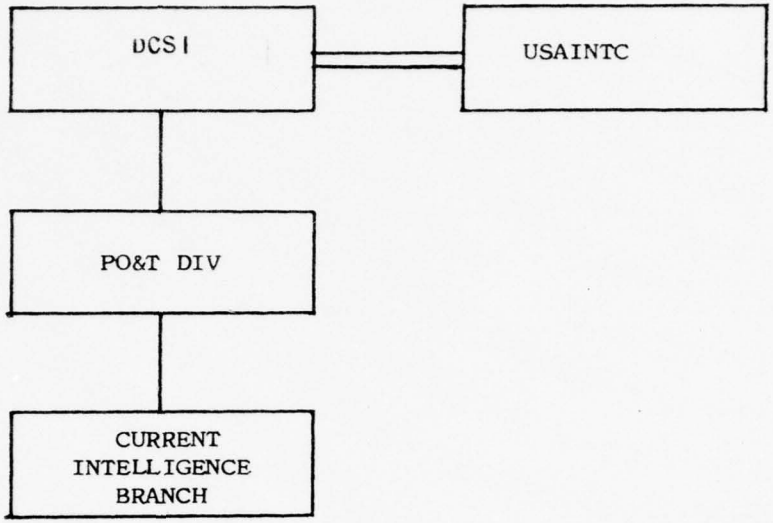
POINT OF CONTACT Mr. E. W. Crawford

NAME OF OFFICE Current Intelligence Branch, DCSI

TELEPHONE 2668

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
4. Prepares and disseminates a weekly foreign intelligence summary.	B,C	2	.25	.25	3	Only source of material is DIA intelligence summaries. The only recipient of the summary is the CG, FUSA.
5. Maintains the FUSA intelligence reference library.	B,C	2	.05	.05	3	Used to provide background information for intelligence reports. Available for use by entire staff.
6. Plans, researches and prepares foreign intelligence studies, surveys and evaluations, as required, based on specific areas of FUSA interest.	B,C	2	.2	.2	3	Minimum amount of effort expended in this functional area.

CURRENT INTELLIGENCE BRANCH, PO&T DIVISION, DCSI



APPENDIX V - CLEARANCE BRANCH

1. The Clearance Branch, Security Division, DCSI, is responsible for processing all requests for personnel security investigations (PSI) and National Agency Checks (NAC) for personnel assigned to HQ, FUSA; commanders reporting directly to FUSA; Army National Guard (ARNG) personnel within the FUSA area; (USAR) personnel of Reserve units assigned to FUSA; and medical registrants and other direct appointees within the FUSA area. The USAINTC is the agency responsible for conducting PSI and NAC on FUSA personnel. The DCSI is authorized to coordinate directly with USAINTC on personnel security matters. The Clearance Branch also processes security clearance requests for Civilian Aides to the Secretary of the Army. This branch has a recognized manpower requirement and an authorized strength of nine personnel. [illegible]e people are presently assigned to the branch.

2. The Clearance Branch performs its function within the parameters of the CG, FUSA's recognized command authority. As a result, this function results in little direct interface with installations or higher headquarters.

3. Installation commanders have the authority to grant security clearances for personnel assigned to their installations. Requests for PSI and NAC go directly from the installation to USAINTC for action. Results of investigations are returned directly to the installation where the clearance decision is made. Therefore, the Clearance Branch has few requirements placed on installations. The branch processes clearance requests concerning installation commanders and provides guidance and direction to installations as required.

4. The Clearance Branch operates within the framework of established CONARC and DA regulations but actually has little direct functional relationship with either headquarters.

5. The CG, FUSA is responsible for granting security clearances for members of the Reserve Components. Requests for investigation are forwarded to the FUSA DCSI and thence to the USAINTC for investigation. Results of investigation are returned to the FUSA where the clearance decision is made.

Tabs
A - CONUSA Reports Collection Form
B - CONUSA Functions Survey Form
C - Security Clearance Flow

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE Deputy Chief of Staff for Intelligence
DIVISION Security
BRANCH Clearance
SECTION

DATE OF INTERVIEW 17 Apr 72

FUNCTIONAL AREA(S) Security Clearances

NAME OF INDIVIDUAL CONTACTED LTC L. F. Nelson

PHONE # 4053

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
No recurring reports within this area.									

I-V-A

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks

L-V-A-2

CONUSA Survey (cont)

(r) CONARC Disposition
Not Applicable
Survey (
sposit
rvey
spos i

CONUSA SURVEY FORM

FUNCTIONAL AREA Security Clearances

POINT OF CONTACT LTC L. F. NELSON

NAME OF OFFICE Clearance Branch, DCSINT

TELEPHONE 4053

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Processes all requests for personnel security investigations and record checks and issues security clearances for:						
a. Personnel assigned to HQ FUSA.	A	2	.7	.7	2	
b. Commanders reporting directly to FUSA.	A	2	.1	.1	3	
c. ARNG personnel within FUSA area.	A	2	2.8	2.8	2	
d. USAR personnel of Reserve units assigned to FUSA	A	2	3.0	3.0	2	
e. Medical registrants and other direct appointees within FUSA area.	A	2	.1	.1	2,3	Includes both Reserve and Active Army

I-V-B

CONUSA SURVEY FORM

FUNCTIONAL AREA Security Clearances

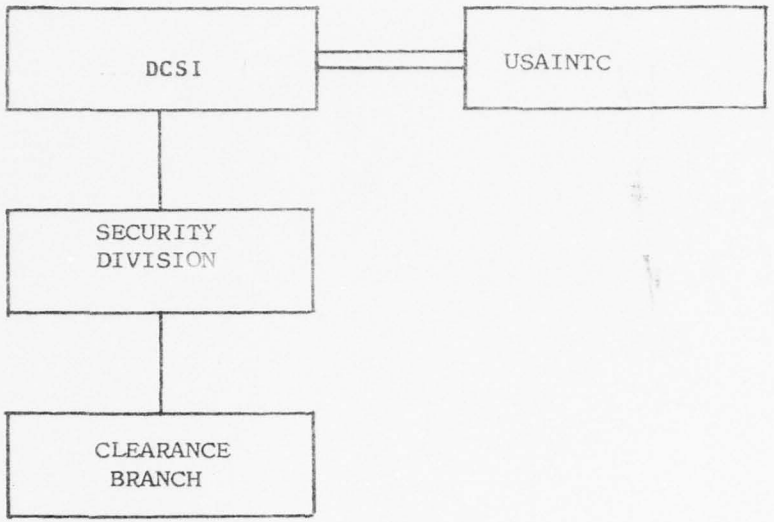
POINT OF CONTACT LTC L. F. NELSON

NAME OF OFFICE Clearance Branch, DCSINT

TELEPHONE 4053

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
2. Process all requests for personnel security clearances or records checks required for appointment or promotion of USAR. Officers and Warrant Officers, Federal recognition of ARNG officers and Warrant Officers, or recall to extended active duty of USAR and ARNG Officers.	A	2	1.8	2	2	National agency check (NAC) required within 5 years prior to appointment. USAINTC performs NAC and forwards results to FUSA who makes final decision.
Processes Civilian Aide to Secretary of the Army cases.	B	4	.1	.1	4	Request for clearance initiated by IO. USAINTC conc NAC and forwards results to DCSI. DCSI forwards completed case to IO who notifies the Secretary of the Army that favorable NAC has been completed. The Secretary of the Army grants the security clearance.
4. Monitors and implements the suspension of security clearances.	A	2	.2	.2	3	

CLEARANCE BRANCH, SECURITY DIVISION, DCSINT



C-4-1,

APPENDIX VI - ADJUDICATIONS BRANCH

1. The Adjudications Branch, Security Division, DCSI, is responsible for the review and adjudication of personnel security investigations (PSI) where adverse information is developed. The CG, FUSA, is responsible for the adjudication of unfavorable PSI for reasons of unsuitability for all members of HQ, FUSA and the Reserve Components. The installation commander is the decision point for unsuitability cases involving personnel assigned to his installation. Cases involving adverse loyalty information require adjudication at CONUSA or higher level. If the investigation of a loyalty case reveals insufficient evidence to support an adverse loyalty charge, the CG, FUSA may adjudicate the case. If possible disloyalty exists in a case involving Active Army personnel, the case must be adjudicated at DA level. The CG, FUSA may adjudicate loyalty cases for personnel of the Reserve Components. The Adjudications Branch is responsible for initiating and terminating record flagging actions on personnel who are the subject of an unfavorable PSI and for monitoring and coordinating special counterintelligence program within the command. Should further investigation of an adverse PSI be required, the DCSI is authorized to go directly to the USAINTC for requisite investigation support. The Adjudications Branch has a recognized manpower requirement and an authorized strength of six. There are six personnel presently assigned to the branch

2. The Adjudications Branch provides the first level of adjudication expertise in the chain of command. The branch provides guidance and assistance to personnel performing the adjudication function at installation level and responds to requirement and direction from higher headquarters.

3. The FUSA DCSI requires timely review of suitability cases by the installation and prompt reporting and initiation of appropriate action in cases involving special counterintelligence programs. In the event counterintelligence information is required to support judicial or administrative action, installations must request release of such information from the FUSA DCSI. DCSI, in turn, must go to DA for approval to release this information.

4. FUSA adjudicates cases involving personnel assigned to HQ CONARC. Because HQ CONARC is a tenant on an FUSA installation, the DCSI has been tasked to provide this adjudication service.

5. In addition to exercising final authority in adverse loyalt cases, DA provides guidance and direction to FUSA in the adjudications functional area. DA approval is required to initiate limited investigations of identified dissidents within FUSA. FUSA and installations notify DA direct in matters involving special counterintelligence programs.

Tabs
A - CONUSA Reports Collection Form
B - CONUSA Functions Survey Form
C - Clearance Adjudication Flow

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE Deputy Chief of Staff for Intelligence
DIVISION Security
BRANCH Adjudications
SECTION

DATE OF INTERVIEW 17 Apr 72

FUNCTIONAL AREA(S) Adjudications of Adverse Personnel Security Investigations

NAME OF INDIVIDUAL CONTACTED Mr. D. West

PHONE # 2667

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
No recurring reports within this area.									

L-VI-A

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks

CONUSA Survey (cont)

(r) CONARC Disposition
Not Applicable
Survey (
Disposit
Survey
Dispos

CONUSA SURVEY FORM

FUNCTIONAL AREA Adjudication of Adverse Personnel Security Investigations (PSI)

POINT OF CONTACT Mr. D. Webb

NAME OF OFFICE Adjudications Branch, DCSI

TELEPHONE 2667

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Reviews and adjudicates all adverse loyalty cases of personnel who are under the cognizance of HQ FUSA.	A,B,D	2,4	3	3	2,3,4	FUSA makes final decision on favorable loyalty cases. DA makes final decision on unfavorable loyalty cases. 75% of this function involves Active Army personnel. 25% of this function involves personnel of the Reserve Components.
2. Reviews and recommends action on all significant adverse suitability cases and information for personnel who have or are being considered for security clearance and who are under the clearance authority of FUSA.	A,B,D	1,2	2.4	2.4	1,2	75% of effort in this functional area devoted to the Active Army and 25% of effort devoted to Reserve Components. FUSA is decision point for all cases involving members of the Reserve Components and for cases involving military and civilian personnel assigned to HQ FUSA. Installation commander is decision point for all military and civilian personnel assigned to his installation.

L-VI-B

CONUSA SURVEY FORM

FUNCTIONAL AREA Adjudication of Adverse Personnel Security Investigations (PSI)

POINT OF CONTACT Mr. D. Webb

NAME OF OFFICE Adjudications Branch, DCSI

TELEPHONE 2667

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
3. Initiates controls and terminates flagging action under AR 600-3 when personnel security is involved.	A,B	2	.2	.2	2,3	Under Section 1, AR 600-31 (suitability), flagging action initiated by the AG. Under Section 2, AR 600-31 (loyalty), flagging action initiated by DCSI. 75% of effort in this functional area is devoted to the Active Army and 25% of effort devoted to the Reserve Components.
4. Coordinates and monitors all special counterintelligence programs.	B	4	.1	.1	4	Special CI programs are established by DA and includ a. Dissidence in the Army (DITA). b. Knowledgeable (AWOLS (KAWOL). c. Deliberate Security violations. All effort in this functional area is devoted t the Active Army.
5. Monitors the implementation of the SAEDA program.	B	4	.1	.1	4	SAEDA is Subversion and Espionage Directed Against the Army. All effort in this functional area is devoted to the Active Army.

CONUSA SURVEY FORM

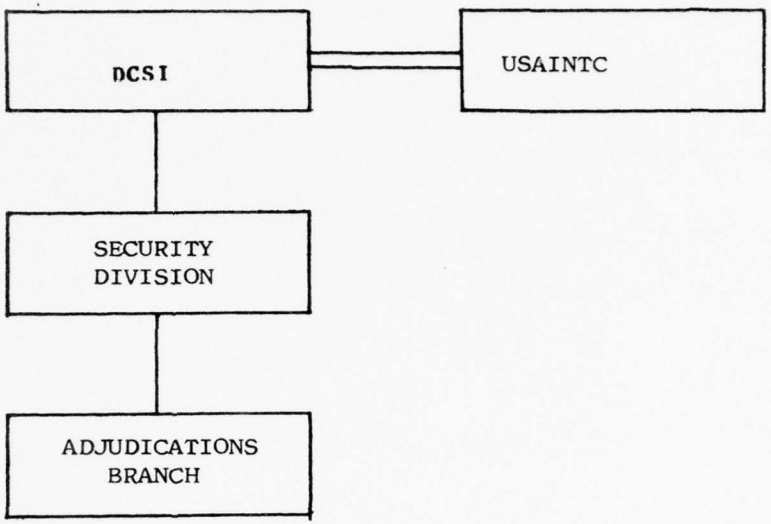
FUNCTIONAL AREA Adjudication of Adverse Personnel Security Investigations (PSI) **POINT OF CONTACT** Mr. D. Webb

NAME OF OFFICE Adjudications Branch, DCSINT **TELEPHONE** 2667

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
6. Monitors clearance denial/revocation action for personnel on whom security clearance authority has been delegated and for personnel under the clearance authority of HQ FUSA.	A,B	1,2	.2	.2	1,2	FUSA is decision authority for personnel assigned to HQ FUSA and the reserve components. Installation is decision authority for personnel assigned to the installation. 85% of effort in this functional area is devoted to the Active Army and 15% of effort devoted to the Reserve Components.

I-VI-B-3

ADJUDICATIONS BRANCH, SECURITY DIVISION, DCSINT



APPENDIX VII - SECURITY OF MILITARY INFORMATION BRANCH

1. The Security of Military Information (SMI) Branch, Security Division, DCSI, is responsible for the planning, supervision, and implementation of programs within FUSA concerning the security of classified defense information. The branch coordinates, controls, and reviews the results of counterintelligence security and technical surveys and inspections. These surveys and inspections are actually conducted by the USAINTC. The FUSA DCSI is authorized to contact USAINTC directly in order to provide this counterintelligence support. A major function of this branch involves the investigation and adjudication of security violations. Commanders exercising general courts-martial jurisdiction are responsible for investigating and adjudicating administrative security violations. The CG, FUSA adjudicates administrative violations within the headquarters and violations outside the headquarters which involve personnel over which he exercises general courts-martial jurisdiction. All security violations involving a possible compromise of classified information are adjudicated by the CONUSA Commander or higher headquarters. The SMI Branch has a recognized manpower requirement and an authorized strength of four personnel. Five persons are presently assigned to the branch.

2. The SMI Branch serves as the focal point within FUSA for all matters relating to the security of classified defense information. It provides the initial source of expertise in its functional area for subordinate FUSA installations. The branch responds to guidance and direction from CONARC and DA and furnishes statistical data and reports to those headquarters as required.

3. SMI Branch requires installations to submit reports and statistical data within its functional area. This information is used at FUSA as the basis for decisions and in the compilation of reports submitted to higher headquarters. SMI Branch provides installations guidance and interpretations of DA and CONARC security regulations and directives. The branch coordinates the scheduling of installation counterintelligence security and technical inspections and surveys with USAINTC. The SMI Branch assists the Inspector General in security aspects of annual installation inspections.

4. SMI Branch provides HQ CONARC with functional reports and statistical data as required. CONARC provides guidance and direction to DCSI on security matters which cannot be locally resolved.

5. DA makes adjudication decisions on security violations involving possible compromise of SECRET or TOP SECRET calssified defense information. Additionally, certain reports and statistical data are furnished directly to DA by DCSI.

Tabs
A - CONUSA Reports Collection Form
B - CONUSA Functions Survey Form
C - Security of Military Information Flow

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE Deputy Chief of Staff for Intelligence
DIVISION Security
BRANCH Security of Military Information (SMI)
SECTION

DATE OF INTERVIEW 17 Apr 72

FUNCTIONAL AREA(S) SMI

NAME OF INDIVIDUAL CONTACTED CPT J. CORRINO

PHONE # 6854

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. Officials Designated to Exercise Original Authority	RCS DD-A(AR) 735	X		Class I Installations; USAR; USA Ordnance Center and School; USA Signal Center and School; and 22d FASCOM	AR 380-5	NO	NO	NO	FUSA Supplement 1 to AR 380-5 implements the AR by delegating classification authority.
2. Security Compromise/ Violations	None	X		Class I Installations; USAR; ARNG; and commanders not exercising court-martial jurisdiction	AR 380-5	NO	NO	NO	FUSA Supplement 1 to AR 380-5 gives commander exercising general courts-martial jurisdiction the authority to adjudicate cases involving violation information classified up to and including SECRET.
3. Counterintelligence Activities	RCS CSGID-63(R2)	X		66th MID	AR 381-125	NO	NO	NO	
4. Inventory of Technical Listening Equipment	RCS DD-A(A) 796	X		Counterintelligence Units	AR 381-17	NO	NO	NO	

I-VII-A

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1. Not used	YES	YES	NO	ACSI DA	NO	CONUSA	3	3	3	Concerns authority to classify defense information. Report submitted as required by ACSI DA.
2. Provides statistical data	YES	YES	NO	CONARC	NO	CONUSA	3	3	3	Quarterly Report
3. Used	YES	NO	NO	ACSI DA	NO	CONSUA	3	3	3	Worldwide submission required Submitted by all counterintelligence units - Quarterly report.
4. Not Used	YES	NO	NO	ACSI DA	NO	CONSUA	3	3	3	Worldwide submission required Report submitted as required by DA. Last report submitted in June 1971.

CONUSA Survey (cont)

(r)

CONARC Disposition

1. This report is based on a DA requirement. It is no longer a recurring report and is submitted on an "as needed" basis. It should, therefore, be eliminated as a recurring report.

2. This CONARC-required report provides statistical data required for the Quarterly DCSI Review and Analysis. DCSI CONARC is in the process of cancelling the requirement for this report; therefore, it can be eliminated as a recurring report.

3. This DA-required report furnishes information concerning counterintelligence activities CONARC-wide. It is consolidated at CONARC and forwarded to ACSI, DA.

4. This DA-required annual report is consolidated at CONARC and forwarded to ACSI DA. It is not used at CONARC. Recommend that DA re-evaluate this requirement for possible elimination of the report.

AD-A047 031 OFFICE OF THE CHIEF OF STAFF (ARMY) WASHINGTON DC MA--ETC F/G 15/5
FUNCTIONAL STUDY OF CONUSA (CONTINENTAL U.S. ARMY) MANAGEMENT.(U)
MAY 72

UNCLASSIFIED

11 OF 20
AD
A047031

CONUSA SURVEY FORM

FUNCTIONAL AREA Security of Military Information (SMI)

POINT OF CONTACT CPT J. Corrino

NAME OF OFFICE SMI Branch, DCSINT

TELEPHONE 6854

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Recommends and disseminates policies and procedure concerning SMI including Special Category information	A,B,C,D, E	2	.92	1.15	2,3	60% of effort in this area is expended in support of the Active Army and 40% in support of Reserve Components
2. Prepares and disseminates, after coordination with USAINTC, the FUSA schedule of counter-intelligence surveys and inspections. Processes and coordinates counter-intelligence technical surveys and inspections. Reviews reports of inspections and surveys to include follow corrective action.	A,B,C	2	.6	.75	2,3	Actual surveys and inspections conducted by USAINTC. 60% of effort in this area is expended in support of the Active Army and 40% in support of Reserve Components.

T-VII-B

CONUSA SURVEY FORM

FUNCTIONAL AREA Adjudication of Adverse Personnel Security Investigations (PSI)

POINT OF CONTACT Mr. L. Webb

NAME OF OFFICE Adjudications Branch, DCSI

TELEPHONE 2667

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
3. Initiates controls and terminates flagging action under AR 600-3 when personnel security is involved.	A,B	2	.2	.2	2,3	Under Section 1, AR 600-31 (suitability), flagging action initiated by the AG. Under Section 2, AR 600-31 (loyalty), flagging action initiated by DCSI. 75% of effort in this functional area is devoted to the Active Army and 25% of effort devoted to the Reserve Components.
4. Coordinates and monitors all special counterintelligence programs.	B	4	.1	.1	4	Special CI programs are established by DA and includ a. Dissidence in the Army (DITA). b. Knowledgeable (AWOLS (KAWOL). c. Deliberate Security violations. All effort in this functional area is devoted t the Active Army.
5. Monitors the implementation of the SAEDA program.	B	4	.1	.1	4	SAEDA is Subversion and Espionage Directed Against the Army. All effort in this functional area is devoted to the Active Army.

I-VI-B-2

CONUSA SURVEY FORM

FUNCTIONAL AREA Security of Military Information (SMI)

POINT OF CONTACT CPT J. Corrino

NAME OF OFFICE SMI Branch, DCSINT

TELEPHONE 6854

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
5. Executes Security Control Office functions for DCSI and for HQ FUSA	B,D,E	2	.2	.25	2	
6. Provides classification and release guidance of classified defense information to include aerial photographs and maps within FUSA area	A,B,D,E	2	.2	.25	2	This function involves the release of information to US civilians, primarily engineering firms having government contracts.
7. Coordinates communication security matters.	B	4	.04	.05	4	Serves at HQ point of contact for COMSEC. Coordinates ASA support of FUSA activities.
8. Provides SMI and SAEDA briefings as required by HQ, FUSA	D,E	2	.04	.05	2	Conducts annual briefings for newly arrived personnel.

CONUSA SURVEY FORM

FUNCTIONAL AREA Security of Military Information (SMI)

POINT OF CONTACT CPT J. Corrino

NAME OF OFFICE SMI Branch, DCSINT

TELEPHONE 6854

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
9. Monitors the disclosure of classified information to foreign personnel program	B,D	4	.04	.05	4	Decision authority vested solely with ACSI, DA
10. Reviews security SOP of the staff. and subordinate commands	A,B,D,E	2	.16	.2	2,3	75% of effort expended in support of the Active Army and 25% in support of the Reserve Components
11. Processes requests for certification of individual access to Critical Nuclear Design Information (CNWDI) and recommends approval or disapproval. Provides DSCI, representative on FUSA Nuclear Surety Board	A,B	1,2	.32	.4	1,2,3	Approval authority delegated to Class I installation commanders. CG, FUSA is approving authority for remainder of FUSA including the Reserve Components. 99% of effort in this area is devoted to Reserve Components and only 1% to the Active Army.

L-VII-B-4

CONUSA SURVEY FORM

FUNCTIONAL AREA Security of Military Information (SMI)

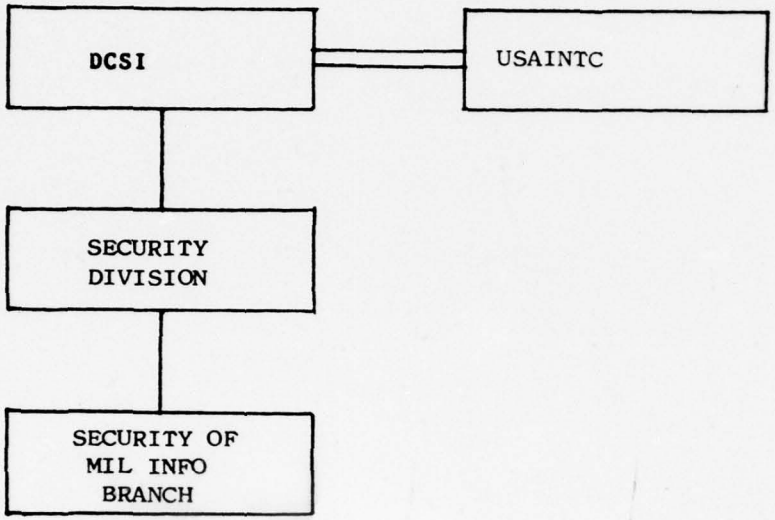
POINT OF CONTACT CPT J. Corrino

NAME OF OFFICE SMI Branch, DCSINT

TELEPHONE 6854

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
12. Conducts quarterly security classes for USAR and ARNG advisors	D	2	.08	.1	2	Classes conducted during quarterly advisors conferences.
13. Conducts staff visits to State AG and Reserve Component units.	G	2	.2	.25	2	

SECURITY OF MILITARY INFORMATION BRANCH,
SECURITY DIVISION, DCSINT



ANNEX M - UNIT TRAINING

1. FUSA separates the unit training function between Reserve Component (Appendix I) and Active Army (Appendix II).

2. Current Training Branch, Training Division, DCSRF, is the responsible branch for unit training of Reserve Component and discharges this function with 17 spaces filled, a recognized requirement for 17 spaces, and an authorized requirement of 17 spaces.

3. Unit Training Branch, Training Division, DCSOT, is the responsible branch for unit training of the Active Army. It discharges this function with 4 filled spaces, a recognized requirement for 9 spaces, and an authorized requirement of 7 spaces.

4. The Current Training Branch accomplishes the following activities:

a. Review and approve training level objectives.

b. Schedule annual training.

c. Determines evaluation requirement for annual training.

d. Conduct staff visits.

5. The Unit Training Branch accomplishes the following activities:

a. Monitor the Training Section of the Unit Training Report.

b. Directs and coordinates the semiannual Civil Disturbance and Riot Control Demonstration for the FBI National Academy.

c. Monitors ATT and ORTT of assign unit.

d. Implements the Joint Affiliation Program with 21st Air Force.

Appendices
I - Reserve Components
II - Active Army Unit Training

APPENDIX I - RESERVE COMPONENTS

1. The Unit Training Branch of DCSRF schedules annual training, determines minimum essential logistical support needed, and recommends priority of fill.

2. This branch receives, reviews, and approves training level objectives and Army training schedules for Reserve Component units.

3. CONUSA Role. The Unit Training Branch is the focal point to implement policies, directives, and procedures pertaining to Reserve Component training. The policies are tailored to meet specialized requirements of the Reserve Components in FUSA (Tab B).

4. Five reports (Tab A) are required by CONARC. None of these reports are for DA since the subordination of FUSA to CONARC precludes dealing directly with DA on training matters.

5. Management of functional resources for approximately 1100 units creates problems daily that are acted on in some manner within the Current Training Branch each day.

Tabs
A - CONUSA Survey Reports
    Collection Form
B - CONUSA Functions
    Survey Form

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSRF
DIVISION Training
BRANCH Training Programs & Scheduling
SECTION

DATE OF INTERVIEW 18-20 Apr 72

FUNCTIONAL AREA(S) Reserve Component/Training

NAME OF INDIVIDUAL CONTACTED LTC Reese

PHONE # 3821/7509

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. Training Level Objectives	ATOPS 118	X		Bn and Sep Co	CON Cir 350-7		YES	NO	
2. Annual Training Programs	Exempt RCS	X		Bn and Sep Co	CON Reg 350-1, Annex AA		YES	NO	
3. Civil Affairs, 3-Year Training Programs	None	X		CA Units	App V, Anx AA, CON Reg 350-1		YES	NO	
4. Annual Training Schedule a. Tentative Plan	ATOPS 64(R-9)	X		DCSRF-TP, HQ, FUSA	App II, Anx AB, CON Reg 350-1.		YES	NO	
b. Final Plan	ATOPS 64(R-9)			DCSRF-TP, HQ, FUSA	App II, Anx AB, CON Reg 350-1.		YES	NO	
5. AT After Action Report	Exempt RCs			Installations, MUSARC, and TAG	FUSA Suppl to Anx AB, CON Reg 350-1.	Yes	No	Yes	
6. Significant Training Events	ATOPS-164	X		Training Office	CONARC Msg	Yes	Yes	Yes	Report will be used at both CONUSA and CONARC.

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1. Programs of Projected Annual Tng Programs	YES	YES	NO	CONARC		CONUSA	18	18	18	
2. Year Tng Program for CA Units	YES	YES	NO	CONARC		CA Units	3	3	3	
3. Annual Tng Schedule	YES	YES	NO	CONARC		CONUSA	4	4	4	
4. AT Schedule (Final)	YES	YES	NO	CONARC		CONUSA	4	4	4	
5. AT after action	NO	NO	YES	N/A		CONUSA	4	4	4	
6. Prepare IDT staff visits	YES	NO	NO	CONARC		CONARC	1	1	1	

M-1-4-2

CONUSA Survey (cont)

UNIT TNG
TNG DIV
DCSRF

(r)
CONARC Disposition

	USE	DISPOSITION
1. ATOPS 118	Used internally to forecast training achiefment to determine if units are progressing.	Internally
2. Annual Training Progress RCS. None	CONARC does not receive report.	N/A
3. CA. Three year training plan	Monitors to develop training concepts and plans.	Internal
4. ATOPS 64 (R-9)	To develop the CONARC staff visit. Answer training area queries from DA.	Fwd to DA
5.		
6. ATOPS 164	Prepare IDT staff visit program.	Internal use

M-I-A-3

CONUSA SURVEY FORM

FUNCTIONAL AREA: Unit Training

POINT OF CONTACT: LTC REESE

NAME OF OFFICE: ODCSRF

TELEPHONE: 3821/7509

	(a)	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1.	Develop training programs for all units including CA & SF	A, D, E	2, 3, 5, 6, 7	1	1	3	
2.	Review training programs of major commands	A, D, E	2, 5, 6, 7	1	1	3	
3.	Review and approve training level objectives for all mobilization entities	A	2, 5, 6, 7	1	.5	2	
4.	Schedule annual training	A, D, E	2, 5, 6, 7	2	2	2	
5.	Determine evaluator requirements	A, D	2	.5	.5	2	
6.	Check training progress	B, F, G	2, 5, 6, 7	1	.5	2	
7.	Coordinate training activities of subordinate commands	A,C,D,E	2, 5, 6	3	3	3	ATT, mutual support, community service, conferen
8.	Review AT after action reports	A,B,C,D,E	2, 3, 4	.5	.5	2	
9.	Respond to CONARC correspondence	B, C	3, 4	1	1	2	
10.	Respond to TAG, MUSARC correspondence	A,B,D,E	2, 3, 4	2	2	2	

CONUSA SURVEY FORM

FUNCTIONAL AREA Unit Training

POINT OF CONTACT LTC BUKOWSKI

NAME OF OFFICE ODCSRF

TELEPHONE 3174/7533

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
11. Acts upon requests from Reserve component units for modification to or exemption from training requirements promulgated in FUSA reg.	A,B,C,D, E	2	2	2	2	
12. Presentation of a quarterly "Reserve Component Advisors Orientation Course" as directed by CON Reg 135-11, Sep 69	A,B,C,D,E, F,G,	2,3,7	1	1	2	
13. Acts upon congressional inquiries concerning Reserve Component units	B,C,D,E,F, G	1,2,3,4, 5,6	1	1	2	

M-1-8-2-1-1

APPENDIX II - ACTIVE ARMY UNIT TRAINING

1. The Unit Training Branch of DCSOT is responsible for the training of approximately 200 units in FUSA. The objective of unit training is to produce units qualified to perform operational missions as prescribed in the TOE. Broad training guidance from DA and CONARC are implemented by this headquarters in the form of training directives incorporating the desires of the Army Commander. These directives provide supplemental guidance to that of DA and CONARC and are the basis upon which unit commanders at battalion/separate company level can develop and carry out detailed training plans.

2. Installation commanders are responsible for insuring STRAF units on their installation are trained, and for scheduling and administering ATT and ORTT. However, the ultimate responsibility for the training of any unit rests with the unit commander.

3. Training requirements for STRAF units, once they are activated, reorganized, or mobilized are completion of an ATP and successful completion of the appropriate ATT. Thereafter, the units enter into Operational Readiness Training whereby they maintain a state of unit readiness to accomplish assigned operational and contingency missions, to include special operations in various environments. An annual ORTT for battalion and separate company and platoon-size units is required by this headquarters to evaluate the status of mission training. Additionally, field training exercises (FTX) are scheduled as required to meet established criteria and with due regard to other unit requirements such as installation support.

4. Experience has shown that visits to each installation, and other observation of a representative number of training tests administered STRAF units by installation commanders, provide the coverage required to determine problems confronting units in attainment of the training objective. In addition to providing the installation and units with on-the-spot advice and assistance, reports of staff visits are circulated through staff recommending, when appropriate, personnel and logistical actions to facilitate training.

5. The Joint Affiliation Program is a formalized agreement between HQ, FUSA and HQ, 21st Air Force. The affiliation program provides a basis for:

a. Establishment of Joint Military Airlift Command, Airlift Control Elements (ALCE), and Army Departure/Arrival Airfield Control Groups (D/AACG) to mutually assist in the movement of Army Forces by Military Airlift Command aircraft.

b. Conduct of air movement exercises testing Army/Air Force capabilities to produce faster reaction in support of contingency plans.

6. Twice a year FUSA is tasked to host the semiannual Demonstration of Civil Disturbance and Riot Control Procedures conducted for the FBI National Academy. The demonstrations are conducted at Fort Belvoir, Virginia and are designed to portray the use of military units serving in support of civil authorities to quell disorders.

7. Presently, our major efforts and attention are devoted to the training and readiness of STRAF units. The continuing shortage of personnel has adversely affected the posture of all STRAF units.

8. FUSA TOE units.

a. There are 223 TOE units (list by branch is attached) assigned to FUSA with an aggregate strength of 26,817. Following is a breakdown of units by Land Forces Model.

(1) Strategic Army Forces	NO UNITS	AUTH AGC STR
Division Forces	149	17,331
REFORGER	(15)	(3,472)
Other	(134)	(13,859)
Special Mission Forces	8	928
Total STRAF	157	18,259
(2) General Support Forces		
Support Establishment	49	3,927
Training Establishment (Sch Trp)	17	4,631
Total GSF	66	8,558

b. All of the STRAF units except two are stationed at FUSA Class I installations. The 542d MI Det and CO D, 14th MI Bn, are stationed at Aberdeen Proving Ground. Most STRAF units assigned to FUSA are combat service support units.

c. GSF units assigned to FUSA provide installation support and troops to support CONARC schools.

(1) Installation support units include bands, post MP, and EOD units.

(2) School support units include the 194th Armored Brigade at Fort Knox and the 11th Engineer Battalion at Fort Belvoir.

9. CONUSA Role. Establishes policy and develops programs to insure DA and CONARC training programs are complied with. This is in part accomplished by staff visits to all Active Army units to observe training, comments on effectiveness, and suggestions and guidance on method to improve training.

10. FUSA provides guidance to installations through publishing of training circular and letters as required.

11. Reports to higher headquarters are no longer required with the advent of decentralized training per the Chief of Staff message of 30 June 1971.

Tabs
A - CONUSA Functions
    Survey Form

M-II-A

CONUSA SURVEY FORM

FUNCTIONAL AREA DCSOT

POINT OF CONTACT CPT Davis

NAME OF OFFICE Unit Training Branch

TELEPHONE 677-5042/43

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Monitors conduct of EW training of Active Army units. Advises FUSA staff agencies concerning EW training of Reserve Components. Coordinates requirements for personnel and equipment to meet EW Training objectives	B,C,D,G			.08 .05		
2. Prepares EW portion of FUSA plans and directives	B,G	2	1	.08 .05	3	
3. Conduct staff visits to observe unit training conducted at FUSA installations. Assists in planning and coordinationing visits of, as well as accompanying CONARC staff	A,E,G	2	6	.20 .1	3	

CONUSA SURVEY FORM

FUNCTIONAL AREA DCSOT

POINT OF CONTACT CPT Davis

NAME OF OFFICE Unit Training Branch

TELEPHONE 677-5042/43

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
representatives on Unit Training Evaluation staff visits						

ANNEX N - DEPARTMENT OF THE ARMY MASTER PRIORITY LIST (DAMPL)

1. The FUSA acts as a document holding office for the DAMPL. The letters of instruction to the Active Army do not allow dissemination of the DAMPL below CONUSA level. The Letter of Instruction to USAR activities allows dissemination down to the lowest unit. The National Guard Bureau maintains dissemination to State Adjutants General. No reports of a recurring nature or any other type of report is required.

2. CONUSA only has three individuals (see Tab A) that are directly involved with DAMPL. Primarily Force Development, DCSOT and Operations Branch, DCSRF utilize the report. Time consumed by all individuals in the use of the DAMPL is less than 15 hours per month.

3. The CONUSA acts as documents holding for DA, CONARC. Discrepancies in Personnel, Operations and DCSRF are brought to the attention of DA.

4. The CONUSA does not require or need input from the installations. CONUSA answers inquiries from installation in reference to unit Force Authorization Document priority.

5. There are no requirements regarding the DAMPL place on the CONUSA.

6. CONUSA acts as a document holding unit for DA and acts to rectify errors in distribution from DA.

Appendices
I - CONUSA Survey Form
II - Flow Chart

APPENDIX I - CONUSA SURVEY

See Tabs A and B.

513

CONUSA SURVEY FORM

FUNCTIONAL AREA DAMPL

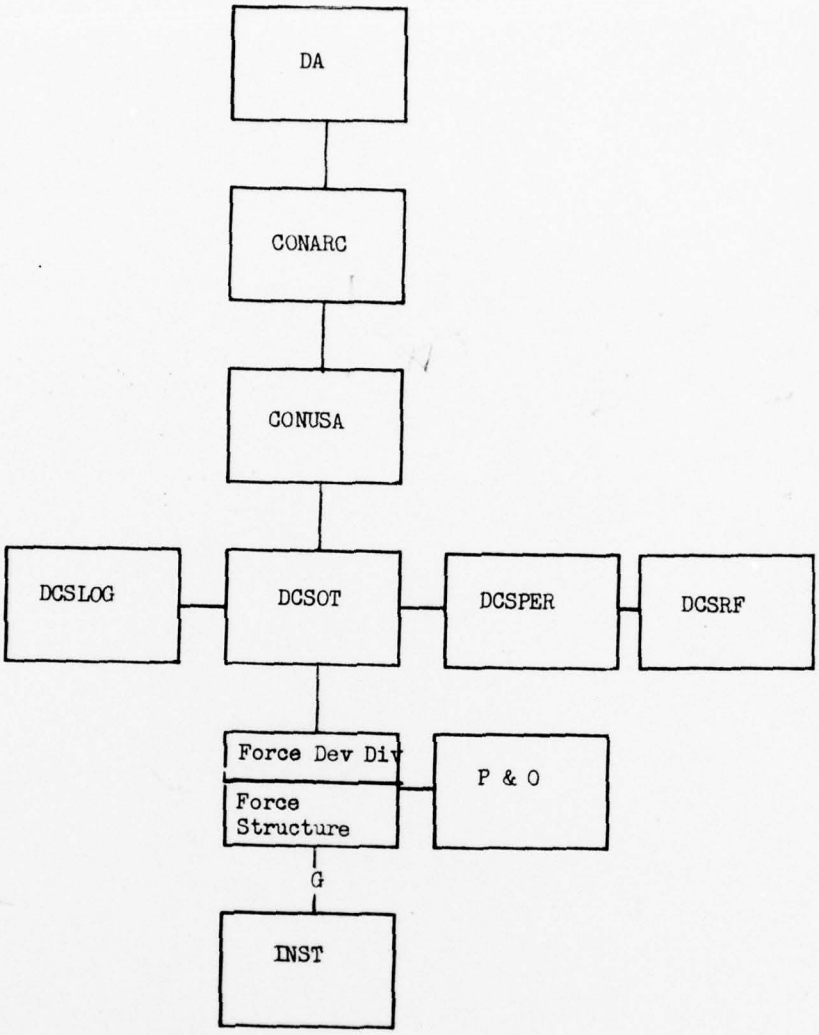
POINT OF CONTACT W. H. Futt

NAME OF OFFICE Force Development DCSOT

TELEPHONE 7274

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Active Army DAMPL	D	4	5	3	4	Distributes copies to Personnel, Operation Division and DCSRF

N-I-A


DA
CONARC
CONUSA
DCSLOG
DCSOT
DCSPER
DCSRF
Force Dev Div
Force Structure
P & O
G
INST

504

ANNEX O - RESERVE COMPONENTS

1. The strength of Reserve Forces in FUSA is more than triple the assigned strength of its Active forces. Activities in support of the Reserve Program is a major effort.

2. With respect to the Army National Guard (ARNG), the Army Commander is charged with the responsibility of supervising and supporting the training, and coordinating certain planning functions of the ARNG units in the Army area. The command of the ARNG units, when not in Federal Service, rests with the Governor of the State, who exercises this command through the State Adjutant General. The FUSA area includes three and one third of the six NG infantry divisions and one of the two NG armored divisions authorized and located in CONUS. The ARNG units are responsible to the Adjutant General of the state in which they are located. The states in conjunction with the NG Major Unit Commander (e.g., 38th Infantry Division located in Pennsylvania/Maryland/Virginia) coordinate and develop their training programs.

3. In dealing with the US Army Reserves (USAR), the procedures are somewhat different, as the Army Commander commands all USAR units in the Army area. There are approximately 1300 USAR units in the Army area. To assist the Army Commander in his role of direct command and control of Reserve Forces, he has a Deputy Commanding General, Reserve Forces, and a Deputy Chief of Staff, Reserve Forces (DCSRF) who are responsible for the coordination of all matters pertaining to the Reserve Components. In addition, each element of the CONUSA Staff provides advice and assistance within its respective areas of staff interest.

4. There are 16 Major USAR Commands (MUSARC) located in the Army area. These consist of six ARCOM, one Field Army Support Command, five Training Divisions, two Separate Infantry Brigades, and two Civil Affairs Areas. These commands are all General Officer Commands (GOCOM). The six ARCOM are used on an area basis to control all USAR units not assigned to another Major USAR Command. Each ARCOM commands approximately 800 units with an aggregate personnel strength of over 75,000.

5. There are four major sites used for Annual Training (AT) of First Army Reserve Component units. These are Camp Drum, NY, Camp A. P. Hill, VA, Camp Pickett, VA, and Indiantown Gap Military Reservation (IGMR), PA. These four sites accommodate up to 150,000 Reserve Component personnel during a one year AT period. Up to 5,000 other personnel are accommodated at Active installations. Parallel (counterpart) training is being expanded. That is, many combat support and service support units are now being scheduled into Class I installations and Class II AMC Depots for training with equivalent Active Army units.

6. Training during the year, inactive duty training (IDT), is conducted by the ARNG at over 670 armories owned and supported by the states and by the USAR at over 300 Reserve Training Centers owned or leased by the US Army. There are, in addition to the NG armories and USAR Centers, approximately 150 weekend training sites in FUSA area of responsibility.

7. To render assistance to the National Guard, each state and the District of Columbia is authorized an Active Army Advisor Group. There is a total of 16 of these ARNG Advisor Groups. Six advisor groups are provided to the USAR with geographical boundaries corresponding to those of the ARCOM. The mission of the advisors includes providing an Active Army link between the CG, FUSA and the Reserve Components. The Army advisors' assistance to the Reserve Component Command is in matters concerning the organization, operation, training, and readiness of their units. An Active Army Colonel commands each Advisor Group, and is responsible to HQ, FUSA for the command control, and support of the Active Army personnel assigned to his Advisor Group. Neither the Advisor Group Commander nor his advisors have command authority over the Reserve Components they advise.

8. HQ, FUSA works with a total of 54 Reserve-oriented headquarters which deal with a force of approximately one quarter of a million men in over 2,300 company detachment-size units. This total includes the Adjutants General of the 15 states and the District of Columbia, the 16 ARNG Advisor Groups, the six Reserve Advisory Groups, and the 16 Major Army Reserve Commands.

9. Continuing reductions in the Active Army have placed greater reliance on the Reserve Components in our national defense mission. This increased importance of the Reserve Components in the defense structure has triggered numerous projects and actions designed to improve their readiness and reduce post-mobilization readiness time. Such actions include, but are not limited to, higher training level objectives, better training facilities, mutual support programs, greater emphasis on maintenance, issuance of considerable quantities of modern equipment, emphasis on leadership, recruitment, site support, retention, conversion of units to G/H series TOE, MOS qualification of personnel, security of weapons, and closer attention to morale factors and personnel problems. The net result on DCSRF is a materiel increase in workload generated as a result of the above. While the work has increased, the capability to accomplish the work has decreased. DCSRF authorizations for personnel were reduced from 103 in 1968 to the current 79.

Appendices
I - Deputy Chief of Staff, Reserve Forces
II - Organization and Readiness Division
III - Plans and Operations Division
IV - Training Division

APPENDIX I - OFFICE, DEPUTY CHIEF OF STAFF, RESERVE FORCES (DCSRF)

1. The Deputy Chief of Staff, Reserve Forces (DCSRF), is the Army Commander's principal staff authority with respect to Reserve Component matters, and within delegated authority, plans, directs, and supervises all plans and programs pertaining to the operation; administration; and financial, personnel and logistical support of the Reserve Components. One ARNG and one USAR Advisor are assigned to the Office of the DCSRF and under his supervision, act, in the case of the ARNG Advisor as a principal advisor, coordinator, and monitor for NG policies, plans, programs, and regulations, and in the case of the USAR Advisor, actively participates in the formulation, coordination, and administration of Army Reserve policies, plans, programs, and regulations.

2. The Directorate of the DCSRF is comprised of four staff divisions with a current FUSA TDA (20 June 1971) strength authorization as follows:

	OFF	EM	CIV	TOTAL
DCSRF & Admin	3	2	3	8
Program & Budget Division	1	0	7	8
Training Division	14	2	14	30
Plans & Operations Division	8	1	5	14
Organization & Readiness Division	8	1	10	19
-	34	6	39	79

3. The survey of FUSA Reserve Component functions and the collection of necessary reports and subfunctional data has been accomplished by functional area members of the Study Team as appropriate. The Program and Budget Division, was for survey purposes, addressed by the budget function of Team 3 and the information and data collected are located in Appendix IV to Annex A (budget) of the Team 3 Report. In the same manner, certain branches within the staff divisions of DCSRF have been discussed in other annexes of the FUSA Survey Report in addition to this annex as follows:

BRANCH	FUNCTIONAL AREA	REFERENCE
Organization Branch (Orgn & Readiness Div)	Team 1, Force Structure/Manpower	Appendix I, Annex G, Team 1 Report
Readiness Branch (Orgn & Readiness Div)	Team 2, Readiness	Appendix VI, Annex J, Team 2 Report
Training Branches (Training Division)	Teams 1 and 2 Individual and Unit Training	App I, Annex E, Team 1 and App I, Annex M, Team 2

4. The Survey data for three staff divisions (not including the Program and Budget Division) are located at Appendices II through IV.

5. A detailed listing of functions for the Directorate of the DCSRF is at Tab A.

6. The FUSA Command Structure depicting the 16 MUSARC, six USAR Advisor Groups, and the 16 ARNG Advisor Groups is at Tab B.

7. A map of the FUSA geographical area of responsibility is at Tab C.

8. The organizational staff structure of DCSRF is at Tab D.

Tabs
A - Mission and Functions, DCSRF
B - FUSA Command Structure
C - FUSA Area of Responsibility
D - Staff Structure Chart, DCSRF

1A MEMO 10-1 (30 Aug 71)

HEADQUARTERS FIRST UNITED STATES ARMY

OFFICE, DEPUTY CHIEF OF STAFF, RESERVE FORCES

Mission

Directs, supervises, and coordinates plans, policies, and procedures pertaining to Reserve Components (excluding ROTC). Monitors the TOE/TDA structure of USAR units. Develops the USAR command and control structure. Develops, reviews, and coordinates the missions and functions of MUSARC's and Reserve Component advisor groups. Exercises staff supervision over USAR units, USAR schools, USAR advisor groups, and ARNG advisor groups. Plans, coordinates, and conducts tactical and mobilization Reserve Component command post exercises. Plans, supervises, and inspects the training and readiness condition of (REDCON) Reserve Component units. Monitors and supervises the preparation of plans to mobilize Reserve Component units. Publishes annual training and active duty unit orders. Assists in the development of plans for mobilization, domestic emergencies, civil defense, and land security forces pertaining to Reserve Component units. Determines requirements, establishes priorities, and monitors the use of funds, personnel, facilities, equipment, and supplies in support of the USAR. Serves as the program director for the Reserve Component budget of the Army Command Operating Program. Major activities director for the OMA Primary Program 5, NGPA Budget Program 3100, RPA-BP 3200, and OMANG BP 3700. Coordinates with other staff offices having staff responsibility for Reserve Component matters.

Functions

ARNG ADVISOR

1. Under supervision of the Deputy Chief of Staff, Reserve Forces, acts as a principal advisor, coordinator, and monitor for National Guard policies, plans, programs, and regulations. Advises the Army Commander on ARNG matters as appropriate.

2. Coordinates actions and reviews proposed publications pertaining to ARNG matters which are developed by other First US Army staff officers and other divisions of ODCSRF.

3. In coordination with appropriate agencies, assists in developing First US Army policies and directives pertaining to ARNG.

4. Maintains up-to-date lists of State Adjutants General and other key staff officers.

5. Posts and otherwise keeps current all necessary ARNG reference publications and material in ODCSRF.

6. Receives, reviews, and recommends appropriate action on all quarterly reports submitted by SAAARNG's. Routes reports to the Chief of Staff and appropriate staff offices.

7. Reviews in conjunction with O&R Division unsatisfactory annual general inspection reports of ARNG units submitted by the Inspector General, First US Army.

8. Prepares and presents briefings on the ARNG.

9. Monitors the State National Guard OCS program. Maintains adequate charts and records on State National Guard OCS enrollment and number of graduates.

10. Prepares replies to selected correspondence from the State Adjutants General.

11. Maintains contact with the National Guard Bureau.

12. Makes scheduled staff visits to the State Adjutants General, annual training sites, and weekend training areas.

13. Acts as escort officer for senior ARNG officers visiting Headquarters, First US Army.

USAR ADVISOR

1. Under supervision of the Deputy Chief of Staff Reserve Forces, actively participates in the formulation, coordination, and administration of Army Reserve policies, plans, programs, and regulations.

2. Acts as a staff advisor for the headquarters on matters concerning the US Army Reserve.

3. Coordinates and accomplishes selected actions pertaining to the major USAR commands.

4. Maintains liaison with the First US Army major USAR commanders and their staffs.

5. Maintains liaison with counterparts at adjacent and higher headquarters.

6. Assists in preparation and presentation of briefings concerning the USAR.

7. Coordinates and acts as a representative of First US Army on Reserve Officer Association matters.

8. Acts as escort officer for senior USAR officers visiting Headquarters, First US Army.

ADMINISTRATIVE BRANCH

1. Operates office message center.

2. Coordinates correspondence management and files maintenance. Maintains files for ODCSRF.

3. Coordinates and monitors all correspondence and documents for accuracy, style and routing.

4. Maintains a current reference library of pertinent and required Army, and subordinate headquarters directives.

5. Maintains central control of all classified documents assigned to this office.

6. Maintains hand receipt for office, signs for, issues, and stores office equipment. Forecasts the DCSRF requirement for supply funds and controls and monitors self-service supply account. Submits requests for repair of equipment.

7. Develops requirements for telephone service and monitors the use of the long distance service.

8. Acts as the DCSRF forms control office, reviews proposed forms to preclude duplication and insures that format is logical and consistent with established guidelines.

9. Reallocates existing office space to obtain more equitable or efficient arrangement.

10. Prepares morning report input personnel reports, personnel rosters, duty rosters.

11. Has responsibility for publishing appropriate DCSRF Admin Memos.

12. Prepares, consolidates and circulates daily DCSRF Reading Files.

13. Maintains suspense file for sensitive correspondence, follows through to assure compliance with same.

14. Operates and controls the suspense system for efficiency reports for commanders of Major USAR Commands, USAR and ARNG Advisory Groups, and Office of Deputy Chief of Staff, Reserve Forces.

15. Coordinates and monitors all civilian and military personnel actions for DCSRF including preparation of performance evaluation of subordinates.

16. Performs building coordinator, security control and fallout shelter management functions for Building 4552.

17. Provides administrative support for the ARNG and USAR Reserve Component advisors.

18. Establishes DCSRF priorities for use of the Selectromatic typewriter.

19. Coordinates the provision of drafting and illustrating support for DCSRF.

PROGRAM AND BUDGET DIVISION

1. Prepares and/or coordinates all budgetary matters related to the Reserve Component appropriations, consisting of Primary Program 5 and Budget Programs 3100, 3200 and 3700. Reviews Operating Budgets submitted by subordinate installations and activities. Initiates necessary adjustments and/or corrections.

2. Prepares or coordinates the preparation of that portion of the Command Operating Program relating to the training of Reserve Component personnel to include resource guidance, detailed workload, schedules, projects, and accomplishments.

3. Prepares and/or coordinates the Budget Execution Review (BER) including preparation of the DCSRF portion of the Commander's Narrative Analysis, narrative explanation schedules, and justification of unfinanced requirements. Initiates program adjustments based on review of installation submissions.

4. Reviews and analyzes utilization of funds to include recommendations concerning the adjustment of resources.

5. Develops and furnishes budget guidance pertaining to mission, workloads, and dollar resources.

6. Analyzes trends, accomplishments, identifies problem areas, particularly as such relate to the obligation and expenditure of Reserve Components funds.

7. Processes travel orders for DCSRF personnel and maintains appropriate records thereof.

8. Prepares the DCSRF Quarterly Review and Analysis; coordinates preparation of charts, graphs, and slides; analyzes trends, projections, and accomplishments; identifies problem areas to include proposed recommendations for their resolution.

9. Conducts studies to reduce costs, and provides economic justification for changes in DCSRF areas of responsibility when so directed.

10. Coordinates preparation of management improvement reports. Monitors Reserve Component Management Improvement, Zero Defects, and Cost Reduction Programs for DCSRF.

11. Exercises supervision over the allocation and utilization of the RPA man-day space program and BP 3200 funds used in support of active duty training tours of USAR personnel attending annual training, Army schools, Army area schools, pre-camp conferences, command post exercises, marksmanship training, and other special tours of active duty for training. Promulgates and monitors the accounting policies, practices and procedures which pertain to the control of man-day spaces.

12. Reviews, approves and forwards monthly report of US Army Reserve Active Duty Training Report, RCS CSRES-71 (R3).

13. Reviews, approves and forwards annual report of US Army Reserve Active Duty Training Report, RCS CSRES-101.

14. Maintains on a current basis the estimated rates of pay and allowances, travel costs, uniforms allowance, and FICA Tax, for each specific training category by officer and enlisted personnel.

15. Maintains liaison with, establishes policy and provides focal point for senior Army advisors concerning the financial management and control of TDY funds.

16. Monitors and coordinates within DCSRF, US Army Audit Agency and General Accounting Office inspections as pertains to the Reserve Forces Program. Disseminates USAAA policies and procedures and coordinates actions taken in implementing them. Consolidates input from DCSRF divisions to reply to USAAA audit reports.

17. Coordinates and maintains the DCSRF portion of the Headquarters, First US Army Organization and Functions Manual.

18. Processes all order requests for active duty training (ADT) tours of individual USAR personnel.

ORGANIZATION AND READINESS DIVISION

ORGANIZATION BRANCH

1. Formulates recommendations and implements policies pertaining to the organization of Army Reserve troop program and USAR reinforcement training units.

2. Reviews and recommends changes to the authorized strength levels of TOE's, MTOE's, and TDA's for Army Reserve troop program units.

3. Reviews and coordinates recommendations pertaining to activiation, inactivation, organization, reorganization, relocation, and discontinuance of Army Reserve units, RTU and Mobilization Designation Detachments to include maintenance of records and development of reports and publication of general orders pertaining thereto.

4. Prepares feeder data for First US Army Form 37-2 (Reserve Component Unit Summary).

5. Prepares troop lists of ARNG and USAR units.

6. Reviews, analyzes, coordinates, and forwards to the National Guard Bureau, federal recognition recommendations pertaining to newly organized and relocated Army National Guard units.

READINESS BRANCH

7. Reviews, evaluates, coordinates, and forwards to CONARC the semiannual Reserve Component Unit Readiness Reports.

8. Responsible for preparing the Command Narrative Summary on Reserve Component Units.

9. Prepares and distributes to Reserve Component units implementing instructions to regulations and directives, on readiness reporting.

10. Coordinates and promulgates minimum standards for the status of readiness of Reserve Component units.

11. Maintains records on Reserve Component readiness status and prepares reports and briefings as required.

12. Determines USAR units eligible to compete for the Reserve Officers' Association Awards. Submits nominations to CONARC.

13. Determines USAR units eligible to receive the Secretary of the Army Superior Unit Award. Makes final determination and submits general orders to AG for publication.

14. Programs, orients and monitors evaluator requirements for Reserve Forces Annual Training (AT).

15. Prepares AT Evaluation regulations and monitors implementation thereof. Reviews, analyzes, coordinates, and forwards to CONARC, MUSARC's and State Adjutants General the AT evaluation reports for Reserve Component units.

16. Responsible for the USAR portion of the Department of the Army Command and Control System (DAXREP) and submission of data by AUTODIN to CONARC.

17. Promulgates 1A regulations (biographical information) and prepares unit summaries and biographical sketches on individuals for VIP visits to Reserve Component elements.

1A MEMO 10-1 (30 Aug 71)

18. Prepares Reserve Component portion of First US Army history and supplements thereto.

REQUIREMENTS BRANCH

19. Evaluates, coordinates, and recommends personnel and material requirements (to include supplies and equipment) to support Reserve Component unit readiness.

20. Coordinates requirements and establishes procedures for Active Army and Reserve Component individuals, equipment and units necessary to provide site support at AT as required.

21. Furnishes requirements and recommendations to DCSOT, DCSLOG, AG, or DCSPER, as appropriate, concerning personnel, facilities, supplies, equipment and training areas affecting the Reserve Components.

22. Determines personnel requirements for the evaluation of ARNG/USAR units during AT. Coordinates selection Active Army and Reserve Component individuals.

23. Develops requirements and recommends priorities for assignment of civilian technicians in support of Reserve Component units.

24. Reviews and coordinates MTOE and TDA requirements for Army Reserve units and Active Army advisor groups; coordinates draft MTDA's for USAR troop program units.

25. Recommends priorities for the redistribution of USAR supplies and equipment.

26. Develops priorities for the long range Military Construction Army Reserve (MCAR) program for training centers, and for construction of training sites.

27. Maintains and publishes list of Reserve Component training facilities and centers to include active, inactive, State and other weekend training sites.

PLANS AND OPERATIONS DIVISION

1. Supervises and coordinates the DCSRF element of the Army Operations Center.

2. Monitors, coordinates, and supervises Reserve Component mobilization and training exercises promulgated by HQ, First US Army.

PLANS BRANCH

3. Prepares and coordinates the Reserve Component guidance for inclusion in the First US Army Mobilization Plan.

4. Assists in the preparation of the Mobilization TOE and TDA Troop Basis.

5. Prepares, coordinates, and publishes the First US Army Mobilization Notification Alert System.

6. Reviews mobilization plans of the Army National Guard and the Major US Army Reserve Commands; monitors the mobilization planning of all units subordinate to the Major US Army Reserve Commands; and maintains files of the approved unit mobilization plan review check sheets from these units.

7. Prepares and coordinates the Reserve Component portion of the First US Army Land Defense Plan.

8. Prepares, coordinates, and maintains a list of Reserve Component Land Special Security Forces for inclusion in the First US Army Land Defense Plan. Obtains approval from the Chief, National Guard Bureau, for the National Guard units included in the list.

9. Prepares, coordinates, and publishes First US Army policy guidance and procedures regarding mobilization of Army National Guard of the United States and Army Reserve units.

10. Coordinates preparation of the Reserve Component portion of the First US Army Military Assistance to Civil Authorities Plan.

11. Prepares and coordinates guidance for US Army Reserve forces listed in CONARC GARDEN PLOT (less administration and logistics).

12. Prepares and coordinates Reserve Component guidance for other First US Army plans, as required.

13. Conducts staff visits to Major US Army Reserve Commands and State Adjutants General to assist them in mobilization and contingency planning.

OPERATIONS BRANCH

14. Develops, reviews, coordinates, and recommends the missions, functions, and organization of the Major US Army Reserve commands.

15. Develops, coordinates, and recommends the Army policy regarding the absence of MUSARC commanders. Monitor the duty status of MUSARC commanders.

16. Conducts practice alerts and tests of contingency plans of Reserve Component units in coordination with DCSOT.

17. Coordinates and supervises implementation of 1A plans for mobilization of the Reserve Components to include the ordering of units to active duty.

18. Issues AT orders for USAR units in support of the approved First US Army AT schedule.

19. Monitors the testing of USAR unit alert plans.

20. Develops, coordinates, recommends, and implements policies pertaining to the command structure of the USAR. Prepares, maintains, and publishes the USAR command structure.

21. Issues general orders pertaining to the assignment and attachment of USAR units.

22. Plans, coordinates, supervises, and conducts Army level command post exercises for Reserve Components.

23. Develops, coordinates, and recommends the Army policy regarding the use of Equivalent Training (ET) for an alert and warning system at USAR centers. Monitors and reports the implementation of the use of ET for alert and warning.

24. Develops, reviews, coordinates, and recommends the mission, functions, and organization of the US Army advisor groups (USAR and ARNG).

25. Recommends, to DCSPER, assignment priorities for Active Army advisors.

26. Develops the Army program for, and coordinates and supervises the evaluation of the Civil disturbance capability of selected ARNG units.

27. Prepares, maintains, and publishes the roster of Major USAR commanders, State Adjutants General, general officer commanders, and SAA's.

TRAINING DIVISION

TRAINING PROGRAMS AND SCHEDULING BRANCH

1. Develops, reviews, and promulgates policies, directives, and procedures pertaining to training of Reserve Component units.

2. Receives, reviews, and approves yearly training programs for Major USAR Command headquarters, divisions, separate combat brigades and regiments.

3. Coordinates Active Army special forces mobile training teams to support Reserve Component special forces units.

4. Determines minimum essential logistical support required for AT and recommends priorities for equipment fill and other forms of support.

5. Develops, coordinates, and promulgates AT schedules and associated directives.

6. Coordinates and arranges scheduling of AT within First US Army for Reserve Component units stationed in other CONUS Army areas as directed.

7. Coordinates and controls US Army Reserve attendance and provides representation at pre-camp conferences.

8. Reviews and evaluates AT after action reports.

9. Receives, reviews, and approves training level objectives and Army training test schedules for Reserve Component units.

CURRENT TRAINING BRANCH

10. Supervises, monitors, and determines the effectiveness of Reserve Component unit training during inactive duty training (IDT) and annual training (AT).

11. Supervises and coordinates the implementation/conduct of Army training tests and special projects for Reserve Component units.

12. Receives, coordinates, and forwards to CONARC requests for additional training assemblies.

13. Nominates units to participate in ATT's, special tests, and exercises.

14. Coordinates and arranges for DA and CONARC staff visits to Reserve Component Units.

15. Reviews, evaluates, and coordinates reports of the results of ATT's administered to Reserve Component units.

16. Processes requests for USAR units to participate in community service projects and ceremonies.

17. Acts upon requests from Reserve Component units for modification to or exemption from training requirements promulgated in First US Army's training regulations.

INDIVIDUAL TRAINING BRANCH

18. Monitors and coordinates training of individual Reservists.

19. Prepares estimated input, by course and class, for each service school and Army Area school.

20. Supervises the service school program to include course availability, requirements, requests for allocation of bulk quotas, and the allocation of quotas to individuals.

21. Recommends allocation of quotas for special courses and seminars. Processes applications for attendance at approved courses and seminars.

22. Processes and forwards to higher headquarters applications for attendance at the Army War College, Command and General Staff College, Armed Forces Staff College, and other senior officer special courses.

23. Reviews and forwards requests for waivers of eligibility requirements.

24. Prepares directives, correspondence, and reports related to the training of individual Reservists.

25. Monitors, coordinates, and supervises marksmanship training for Reserve Component personnel.

26. Processes applications for ADT of individual USAR troop program unit personnel to attend service schools, Army area schools, command post exercises, designated special tours, or AT with Active Army units or installations in lieu of with unit of assignment.

27. Monitors and coordinates drill sergeant training for Reserve Component personnel.

28. Develops, recommends, and promulgates policy governing the establishment, supervision, and operation of USAR schools.

29. Prepares directives, correspondence, and reports pertaining to USAR school activities.

1A MEMO 10-1 (30 Aug 71)

30. Reviews eligibility requirements for USAR school enrollments and acts upon request for waivers of prerequisites.

31. Conducts liaison and inspection visits to USAR schools.

32. Develops, prepares, coordinates, and promulgates the AT schedule for USAR schools and monitors the conduct of AT.

33. Reviews, processes, and approves applications for ADT/AT with USAR schools received from USAR schools staff and faculty, USAAC facility augmentation personnel, and troop program units students.

34. Projects estimates of pay drill spaces required to support the USAR schools program each school year, and distributes authorized spaces by preparing staffing guides.

35. Monitors USAR schools use of paid drill spaces through approval of assignment of staff and faculty and review of student enrollment and class organization.

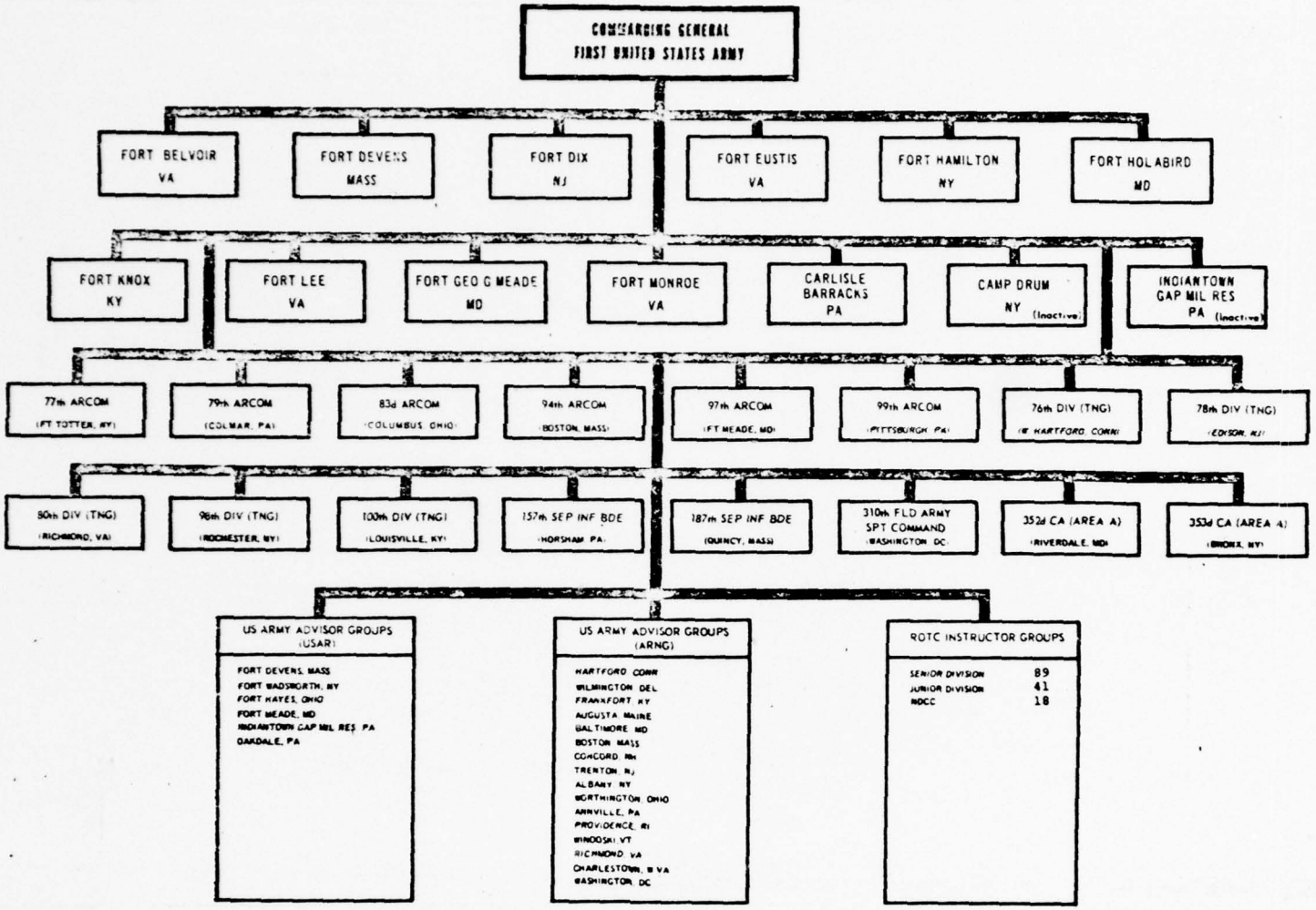
36. Reviews, approves, and monitors the establishment of courses of instruction at USAR schools.

37. Reviews, processes and approves requests for use of vocational schools and the contract hire of civilian instructors.

38. Controls USAR, NG and Active Army input into Phase X CGSC and USAR officers to attend USAR School CGSC Instructor Training Conference.

39. Establishes, administers and supervises the First US Army Area Instructor Training School to include student input.

FIRST UNITED STATES ARMY COMMAND STRUCTURE



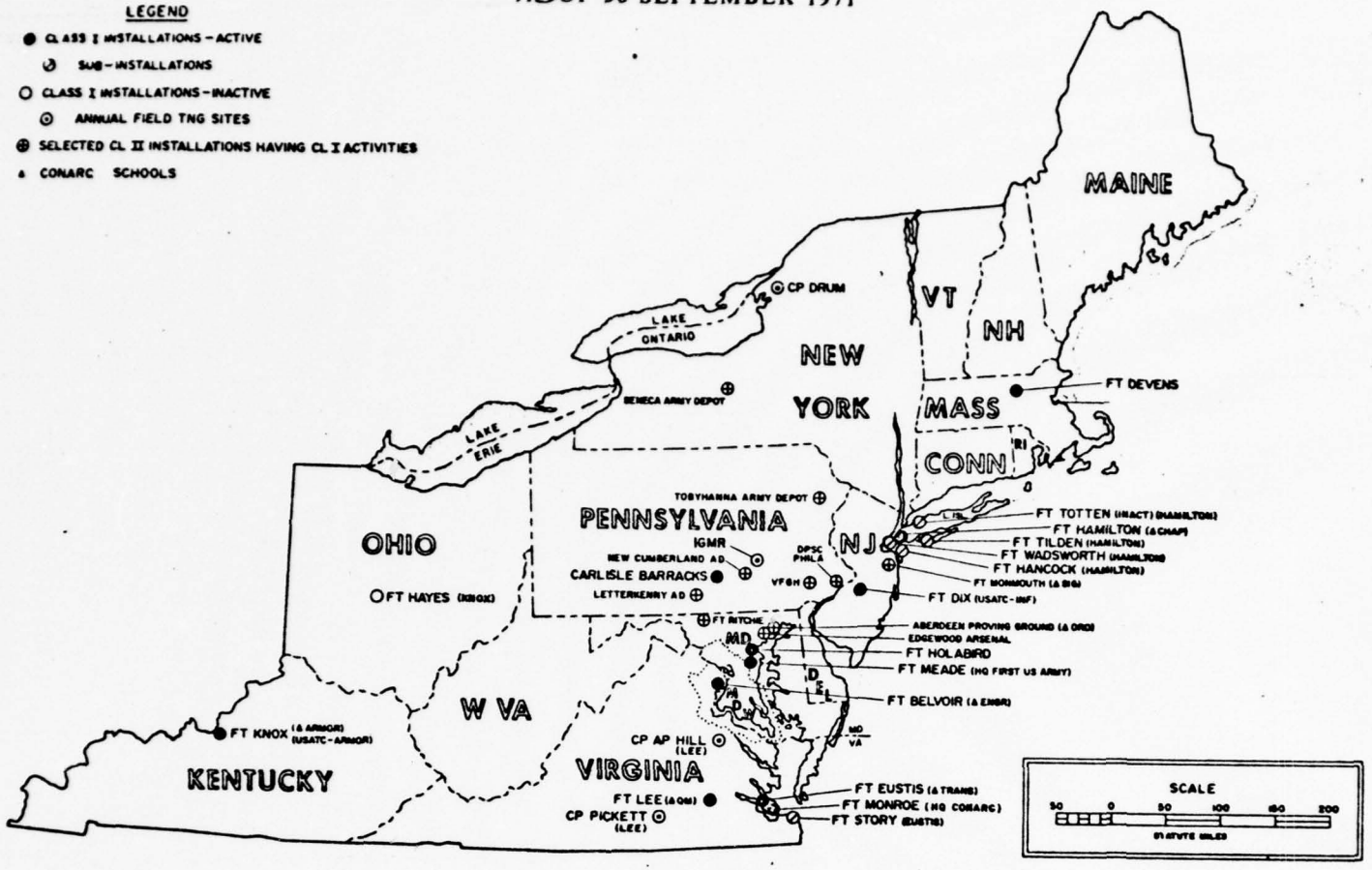
AS OF 1 MARCH 1972

DEPUTY CHIEF OF STAFF, COMPTROLLER

O-1-B

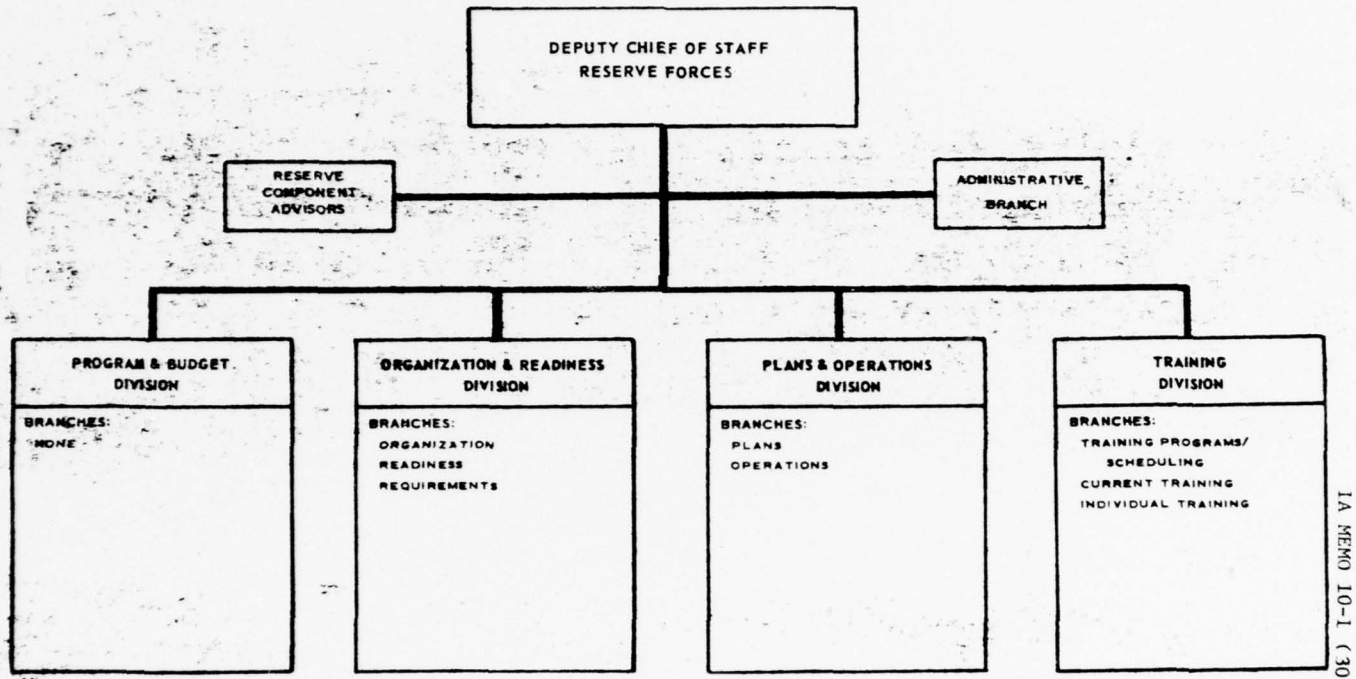
FIRST US ARMY AREA

AS OF 30 SEPTEMBER 1971



C-1-C

HEADQUARTERS FIRST UNITED STATES ARMY



APPENDIX II - ORGANIZATION AND READINESS DIVISION (DCSRF)

Organization and Readiness Division (DCSFR). The Organization and Readiness Division of DCSRF is comprised of three branches, an Organization Branch, a Readiness Branch, and a Requirements Branch. The Organization/Manpower functional area of Team 1 refers to the Organization Branch function in Appendix I, Annex G of the Team 1 Report. The Readiness function of the Readiness Branch is discussed in Appendix VI, Annex J. This division is authorized and has eight officers, one EM, ten civilians, for a total of 19 personnel by FUSA TDA, 20 June 1971.

a. Organization Branch (See also Appendix 1, Annex G,Team 1). This branch is authorized and has two officers, 0 EM, three civilians, for a total of five personnel.

(1) Organization Branch implements directives from CONARC and DA pertaining to change of status of Army Reserve Troop Program Units to include the activation, reorganization, and inactivation of 1318 company and detachment size units. This office recommends to CONARC and DA, proposals to activate and relocate USAR units; monitors requests and recommends to DA, changes to National Guard troop structure to include change in station of units and federal recognition. The branch provides subordinate units guidance and directives and publishes general orders announcing change in status of Army Reserve units.

(2) Organizational Branch requires subordinate USAR commands to initiate actions concerning changes in status of Army Reserve units; including troop program units, reinforcement training units, and mobilization designation detachments. This office requires State Adjutants General to initiate action on relocation of units and federal recognition.

(3) Organization Branch forwards to CONARC proposals concerning change of status of USAR troop program units, to include affiliation agreements. This office conducts organizational studies and provides input as required by CONARC.

(4) Organization Branch implements organizational actions as directed by DA; prepares detailed reorganization plans as required by DA; and provides management data as required.

b. Readiness Branch (See also Appendix VI, Annex J, Team 2). This branch is authorized and has three officers, one EM, three civilians, for a total of seven personnel.

(1) Readiness Reports (DA Form 2841) are required by DA Regulation 135-8 which is supplemented by CONARC and FUSA. Primarily, FUSA is involved in verifying the accuracy of the reports returned from subordinate commands and in analyzing the data in order to prepare a Command Narrative Summary for CONARC. The Readiness Branch staffs these documents to various staff sections and makes an errata sheet on each report and sends same to unit in order to reduce errors. Decision making authority at this level is limited. Data from Readiness Report is transferred to Data Processing cards at this level. Cards and hard-copy are both transmitted to CONARC.

(2) AT Evaluations are prescribed by CONARC. The Readiness Branch makes decisions with regard to evaluations in order to

meet CONARC and DA guidance. The division has some latitude in prescribing evaluation procedures and in reviewing evaluation reports to determine unit training level.

(3) In both the above areas CONUSA requires subordinate mobilization entities to prepare portions of the subject reports in accordance with guidance provided from higher headquarters and this office.

(4) Readiness Reports. FUSA places readiness data on cards for data processing to CONARC. Evaluation Reports - FUSA compiles certain statistical data from the CONARC Form 480-R (Annual Training Evaluation) and makes a summarization to submit to CONARC.

(5) Readiness Reports. Administrative corrections on the DA Form (DA FM 2841) are made prior to forwarding through CONARC.

c. Requirements Branch. This branch is authorized and has two officers, no EM, three civilians, for a total of five personnel.

(1) The Requirements Branch implements directives from CONARC and DA pertaining to USAR facilities, USAR technicians, USAR TOE and TDA actions, and supply activities. The branch determines requirements for USAR Center construction, acquisition of leased facilities for USAR Centers, requirements for and acquisition of weekend training areas, technician requirements, and supply distribution. Provides input to other staff sections within the headquarters for inclusion in requests for support of USAR units during IDT and AT. Coordinates requirements for additional personnel at AT sites for support of AT, and determines requirements for evaluators for units at AT. Initiates actions to other FUSA staff sections, CONARC, and DA to improve mobilization readiness of USAR units.

(2) Requirements Branch requires subordinate commands to submit information pertaining to recommended changes to TAAD documents, requirements for additional equipment for annual training, requirements for changes to technicians' numbers and status, stationing plans for USAR units, requirements for weekend training areas, and requirements for changes to USAR Centers.

(3) Requirements Branch forwards to CONARC recommendations on all TAADS (The Army Authorization Documents System) documents received from USAR units, update information for 93 TDA, recommendations for changes to supply bulletins, AR, and other directives and publications pertaining to supply matters, information and update on weekend training sites and other facilities used by USAR units.

(4) Requirements Branch implements actions pertaining to supply, facilities, and technicians as required by DA.

Tabs
A - Reports Collection Forms
B - Functional Survey Forms

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSRF
DIVISION O&R
BRANCH Readiness
SECTION

DATE OF INTERVIEW 18 Apr 72

FUNCTIONAL AREA(S) Reserve Components

NAME OF INDIVIDUAL CONTACTED LTC Mainer

PHONE # 7215

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1.	ORSTAT	ATOPS 52 (R2)	X		USAR units	JCS Pub 6	No	No	No	e. AR 525-10; CON/AR Reg 525-3; 1A Reg 135- f. Applies to all CONUSA g. " " " " h. " " " "
2.	Reserve Component Unit Readiness	CSGPO 313	X		USAR & ARNG Units	AR 135-8	No	No	No	e. As supplemented by CONARC and First US Army f. Applies to all CONUSA g. " " " " h. " " " "
3.	Reserve Component Unit Readiness Command Summary Evaluation	CSGPO 314	X		MUSARCs & State AGs	AR 135-8	No	No	Yes	e. As supplemented by CONARC & First US Army f. Applies to all CONUSA g. " " " " h. Yes insofar as conten of the report is concerne

O-II-A

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1. None	Yes	Yes	No	CONARC	NA	JCS	2	1	1	p. A statistical clerk is required to keep data updated.
2. a. To prepare punch cards. b. In preparation of Command Summary Evaluation. c. In briefing Army Commander. d. To analyze unit's readiness posture.	Yes	Yes	No	CONARC	NA	DA	1½	1½	1½	
3. a. Contents are extracted from feeder reports for inclusion in First US Army summary. b. Problem areas cited in feeder reports are brought to attention of interested staff sections.	Yes	Yes	No	CONARC	NA	DA	1½	1½	1½	

CONUSA Survey (cont)

Readiness Branch O&R Div DCSRF	(r) CONARC Disposition

1. (ATOPS-52) FORSTAT - Transaction register monitored weekly to verify the Reserve Component information in the FORSTAT data base, which is the primary document used to compare the overall readiness of all units and on which Reserve Component unit assignments to contingency plans are based by HQ CONARC. FORSTAT transmitted to DA, Systems Branch, Command and Control Center.

2. (CSGPO-313) Reserve Component Unit Readiness Report (DA Form 2841) - Is used by CONARC as basis for Command Summary Evaluation (CSE). Statistics used for command briefings within CONARC and also to DA when requested. When received from CONUSA, one copy is given to Reserve Forces Training, DCSLOG and DCSPER. All Readiness Reports are proofed for accuracy, with two copies of each report then being forwarded to DA, CORC. CONARC staff offices listed above use these reports to produce their annexes to the CONARC CSE. Punched cards are checked by this office for accuracy and then are transmitted to DA, Military Operations, via AUTODIN.

3. (CSGPO-314) Command Summary Evaluation (CSE) - When received from CONUSA, one copy each is forwarded to Reserve Forces Training, DCSPER, DCSLOG and DCSCOMPT for evaluation of significant trends and problem areas beyond the capability of HQ CONARC to solve. These offices produce their annexes for the CONARC CSE based on the input from the Reserve Component Unit Readiness Reports and CONUSA CSE. After briefing CG CONARC, and receiving approval, the CSE is forwarded to DA, CORC, Personnel, Military Operations, Logistics, Army Reserve, National Guard Bureau and CG's CONUSA.

Annex

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSRF
DIVISION O&R
BRANCH Readiness
SECTION

DATE OF INTERVIEW 18 Apr 72

FUNCTIONAL AREA(S) Reserve Components

NAME OF INDIVIDUAL CONTACTED LTC Wainer

PHONE # 7215

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
4.	Report of Annual Training Evaluation of Reserve Components (USCONARC Form 480-R)	Exempt	X		Mobilization Entity	Annex AG, CONARC Reg 350-1; 1A Reg 135-9	No	Yes	No	He can make correctio[illegible] t cannot change the req[illegible]e-ment.
5.	Advisor Review and Evaluation of Reserve Component Units (no standard form)	Exempt	X		Commanders, USA Adv Gps (USAR) and Chief Advi-sors, USA Adv Gp (ARNG)	CONARC Ltr 25 Feb 71; 1A Reg 135-7	No	Yes	No	Required semi-annually CONUSA CG cannot change th requirement.
6.	Biographical Sketch Reserve Component Officer (1AA Form 511)	Exempt	X		MUSARCs and TAGs of states.	1A Reg 135-2	Yes	No	Yes	Required by CONUSA CG. Data required for visits, evaluations, etc. CO[illegible]C not concerned.
7.	Nomination for the USAR Outstanding and Superior Unit Awards (1AA Form 606-R)	Exempt	X		Each separate company and subordinate company of a larger unit.	AR 140-24; CON Suppl 1 to AR 140-24;	Yes	No	Yes	The AR and CON Suppl require information, but do not specify a fixed form. This form was devised locally and could be changed or abolished.

O-III-A-4

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
4. Extracting data, determining appropriate staff actions.	Yes	No	No	CONARC OCAR, NGB	None		5	5 (2 temp)	5	
5. Determining appropriate staff actions.	No	No	Yes		None		1	1	1	
6. Providing data to CG and DCGRF; evaluations.	No	No	Yes	No	None		1½	1½	1½	
7. Determining unit qualification for Superior Unit Award.	No	No	Yes	No	None		1½	1½	1½	

Readiness Branch O&R Div DCSRF	(r) CONARC Disposition

4. (Form 480-R) Provides HQ CONARC (DCSOPS) the necessary information upon which to analyze the effectiveness of Reserve Components yearly training program. Specifically, information concerning the attainment of premobilization training objective and the status of training readiness is provided.

The report is forwarded to DA CAR and NGB.

The CONARC Command Summary is prepared by DCSOPS-RF-Tng Div and serves to inform CG CONARC and staff of the overall effectiveness of the Reserve Component training program and identified factors which contributed to or detracted from attainment of assigned objectives.

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSRF
DIVISION O&R Division
BRANCH Requirements
SECTION

DATE OF INTERVIEW 18 Apr 72

FUNCTIONAL AREA(S) Requirements Br

NAME OF INDIVIDUAL CONTACTED LTC Jones

PHONE # 7309

(a) Title/Name of Report	(b) RCS	(c) m	(c) s	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
Survey of Weekend Training Sites to Support Mission Training	ATOPS-154	X		Sep Infantry bdes; ARCOM's; State AG's (G3)	CONARC Letter, 29 Sep 71, same subject, ATOPS-RF-TNG	NO	YES	NO	f. Reports required from all CONUS Army areas. g. Not required by any other headquarters. h. Changes must come from CONARC.

O-II-A-7

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
YES	YES	NO	NO	CONARC	N/A	N/A			2*	*part time basis.

CONUSA Survey (cont)

Requirements Branch O&R Div DCSRF	(r) CONARC Disposition

1. (ATOPS-154) Report is used and retained at DCSOPS. Is used to provide the DCSOPS with a quarterly update on training areas available to Reserve Component units to support mission training during IDT. Information from the report is forwarded to CORC DA.

CONUSA SURVEY FORM

FUNCTIONAL AREA O&R DIVISION / DCSRF

POINT OF CONTACT LTC JONES

NAME OF OFFICE ORGANIZATION

TELEPHONE 7259/7309

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
ORGANIZATION			8	8		
a. USAR Troop Program Units	A, B, C, D, E, G.	4	(7)	(7.0)	4	Action concerning activations, reorganization, relocation, and change in status of USAR units including publication of General Orders, Preparation Troop List, affiliation agreements, maintainence of records.
b. USAR Reinforcement Training Units & Mobilization designation Detachments	A, B, D.	2	(5)	(0.5)	2	Organize, Monitors, Discontinue, Establish policy, Publish General Orders.
c. Army National Guard Units	B, C.	4	(5)	(0.5)	4	Monitors requests for change in locations, federal recognition, reorganization authoriti prepares Troop Listings.

Tab B, App 2, Annex O

CONUSA SURVEY FORM

FUNCTIONAL AREA Readiness

POINT OF CONTACT LTC Mainer

NAME OF OFFICE Readiness Branch

TELEPHONE 7215

	(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d)* AUTHORIZED PERSONNEL	(e)** PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1.	Process Unit Readiness Reports	B, C, D	4	1	1.5	4	
2.	Process Annual Training evaluation reports	B, C, D	3	2	2.5 ***	3	
3.	Review Annual Inspector General reports		2	0	.25	2	Recommend action to be taken to resolv UNSAT areas; consider AGI reports in a overall evaluation of a unit.
4.	Prepare biographical data and brochures on General Officers	B, D, E	2	0	.25	2	
5.	Supervise the semi-annual Senior Army Advisor reports	C, B	3	0	.25	3	
6.	Supervise Command Control Rep Sys	B, C	4	0	.25	4	
7.	Supervise Annual Training Evaluation Teams		2, 3	0	.25	2, 3	Monitor evaluator requirements to insu compliance with regulations.

O-II-B-2

CONUSA SURVEY FORM

FUNCTIONAL AREA Readiness

POINT OF CONTACT LTC Mainer

NAME OF OFFICE Readiness Branch

TELEPHONE 7215

	(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d)* AUTHORIZED PERSONNEL	(e)** PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
8.	Staff responsibility for ARCOM evaluation	A, B, C, D, E	2, 3	0	.25	2,3	
9.	Staff responsibility for Sec of A Superior Unit Certificates and ROA unit Awards	A, B, C, E	2, 3, 4	0	.25	2,3,4	
10.	Responsible for the preparation of Command Narrative Summary	B, C	2, 3, 4, 5	0	.25	2,3,4,5	5 = MUSARC's
..	Provide historical data to FUSA historian	A, B, C	3, 4, 5	1	.25	3,4,5	

*(d) Personnel authorized (7)
**(e) Personnel assigned (7)
Duties of personnel overlap approximate utilization is shown.
*** 5 Fulltime from May thru Sep

O-II-E-3

5-16

CONUSA SURVEY FORM

FUNCTIONAL AREA O&R Division

NAME OF OFFICE Requirements Branch

POINT OF CONTACT LTC Jones

TELEPHONE 7259/7309

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
REQUIREMENTS.			6	6		
a. Facilities	A, B, C, D, E, G	2, 4	(3)	(3)	2.4	Evaluate USAR facilities and space requirements in support of training and equipment storage; recommends acquisition of new or added requirement. Conducts studies concerning base closures; assists in long range Military Construction Army Reserve (MCAR Program). Publishes Facility and WET Site listing of the Reserve Components.
b. Supply and Equipment	A, B, C, D, E, G	2, 4	(2)	(2)	2.4	Evaluates, coordinates supplies and equipment requirements to support Reserve component unit readiness. Review and coordinate MTOE/TDA requirements. Recommend redistribution of supp and equipment.
c. Personnel Support of USAR Program	A, B, C, D, E	2, 3	(1)	(1)	2.3	Develops requirements; recommend priorities of assignment of USAR technicians.

APPENDIX III - PLANS AND OPERATIONS DIVISION

1. Plans and Operations Division (DCSRF). The Plans and Operations Division of DCSRF is comprised of two branches, a Plans Branch and an Operations Branch. This division is authorized and has assigned eight officers, one EM, and five civilians for a total of 14 personnel by FUSA TDA 20 June 1971. The Mobilization functional area of Team 1 discusses mobilization planning in Annex G of the Team 1 Report.

2. Plans Branch (see also Annex G, Team 1). This branch is authorized and has assigned three officers, one EM, and two civilians for a total of six personnel.

a. The major role of this office is to provide guidance and monitor the implementation of the First Army Mobilization Plan. This plan is developed by DCSOT utilizing the CONARC Basic Plan and AR 135-300.

b. This Branch does not deal directly with the Class I and II support installations with regards to plans. Plans Branch activities relate only to the Reserve Components. This headquarters exercises command control over the Major USAR Commands for mobilization planning. While this headquarters does not exercise command over State Adjutants General, it does exercise supervisory control of the AG for the preparation of mobilization plans.

c. and d. There are no DA or CONARC requirements. Plans Branch functions again deal with implementing the provisions of AR 135-300 to which there are no added supplements other than that produced by FUSA. Special projects, Tests One and Four of the OSD Reserve Component Study, have been controlled and guided by DA and CONARC requirements.

3. Operations Branch. This branch is authorized and has four officers, no EM, and two civilians, for a total of six personnel.

a. The total function of Operations Branch in the area of Reserve Components is varied and diverse, but in general, the role with regard to DA is mobilization of DA selected Reserve Component units within FUSA area; with regard to CONARC, is participation in directed CPX and studies; and with regard to installations, is generally no contact unless that installation is a subarea and/or support installation during mobilization--then it supervises and assists in planning for, and actual mobilization. The role with respect to subordinate headquarters is with the MUSARC, TAG, and Advisory Groups.

b. Operations Branch requires nothing from the installations and does nothing for the installation except in mobilization as stated in paragraph a, above. It is more appropriate here to reference units rather than installations. This branch assigns USAR units, gives guidance, establishes the command structure, and provides general guidance to Active Army advisors (both USAR and ARNG). It plans and conducts CPX for both USAR and ARNG. Requirements from units are in the form of reports and comments during and after CPX and studies are conducted as appropriate.

c. and d. Operations Branch does only special projects at the discretion of CONARC/DA for CONARC/DA. There are no other standing requirements as such.

Tabs
A - Reports Collection Forms
B - Functional Survey Forms

A-III-0

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSRF
DIVISION P&O
BRANCH PLANS
SECTION LTC MORSE

DATE OF INTERVIEW 18 Apr 72

FUNCTIONAL AREA(S) Plans/Reserve Components

NAME OF INDIVIDUAL CONTACTED _____

PHONE # 677-7109

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. Mobilization Plan/Supporting Document Review AHARF Form 13	NONE	X		Plans Branch, P&O Div	1A Suppl 1 to AR 135-300	YES	NO (N/A)	YES	FUSA Report that is und the control of CG FUSA

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1. Analysed, Recorded, Acted upon	NO	NO	YES	N/A	AHARF Form 13	CONUSA	1	1	1	Report serves to check mobilization plans of all RC units on an annual basis.

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSRF
DIVISION P&O
BRANCH Ops
SECTION

DATE OF INTERVIEW 13 Apr 72

FUNCTIONAL AREA(S) Reserve Components

NAME OF INDIVIDUAL CONTACTED LTC Welch

PHONE # 7129

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. Equivalent Training Status Report	NONE	X		MUSARC/AG G1	1A Cir 140-34	NO	YES	NO	
2. Final Report CPX __	ATOPS 368	X		" G3	Annex L, CON Reg 350-1	NO	YES	YES	
3. Test Alert	NONE	X		" G3	1A Supply AR 135-300	YES	N/A	YES	
4. Arrival or departure of Army advisor	NONE	X		" G1	1A Reg 10-3	NO	YES	NO	
5. Absence of USAR commanders.	NONE	X		" G1	1A Reg 140-30	YES	N/A	YES	

O-III-A-3

CONUSA Survey (cont)

	(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
			Disposition					Personnel			
	Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1.	Consolidated	YES	YES	-	CONARC	-	CONUSA	3	3	3	(P) One - Preparation One - Review One - Typist
2.	Consolidated	YES	YES	-	CONARC	-	CONUSA	4	4	4	(P) Two One - Review One - Typist
3.	Information	NO	NO	YES	-	-	-	2	2	2	(P) One - Posting One - Review
4.	Information	NO	NO	YES	-	-	CONUSA	1	1	1	(P) One - Posting
5.	Information	NO	NO	YES	-	-	CONUSA	1	1	1	(P) One - Posting

CONUSA Survey (cont)

Operations Branch (r)
P&O DIV DCSRF CONARC Disposition

1. (ET Report) Equivalent Training Status Report - Used to inform Chief Army Reserve, DA and CONARC (DCSOPS) of those instances in which a USAR general officer command has found it necessary to place qualified USAR unit members on duty at a USAR Center to provide security for the facility when a civil disturbance is imminent. These individuals serve as watchmen with the mission of reporting incidents to appropriate law enforcement authorities. For this duty USAR members are granted credit for equivalent training status.

Action copy is forwarded to CAR, DA
Info copy is furnished OPS-RF-TNG
DCSOPS uses the report to be aware of sensitive areas as they develop
The DCSOPS - EOC is furnished copies for same reason
Info copies are destroyed after six months.

2. (ATOPS 368) Report to be discontinued O/A 1 July 1972
Presently used by DCSOPS (OPNS) to determine effectiveness of Reserve Forces Training program. Is treated IAW recommendations cited in report. Occasionally, according to nature of content forwarded to DA for information.

CONUSA SURVEY FORM

FUNCTIONAL AREA Plans

POINT OF CONTACT LTC Morse

NAME OF OFFICE Plans Br, P&O Division, ODCSRF

TELEPHONE 677-7109

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Prepares and coordinates the Reserve Component guidance for inclusion in the First US Army Mobilization Plan.	D	2	.20	.20	2	Guidance to DCSOT, proponent of plan, for MUSARC's, TAGS, CO's of Advisor Groups (USAR) and Sr. Army Advisors (ARNG).
2. Assists in the preparation of the Mobilization TOE and TDA Troop Basis.	B	3	.20	.02	3	Review draft documents for accuracy and currency. Review sent to DCSOT for publication. Initially documents received from CONARC.
3. Prepares, coordinates and publishes the First US Army Mobilization Notification Alert System.	A	2	.18	.18	2	Mobilization Notification Alert System contained in 1A Reg 525-15. Prepared and published by Plans Br.

CONUSA SURVEY FORM

FUNCTIONAL AREA Plans

POINT OF CONTACT LTC Morse

NAME OF OFFICE Plans Br, P&O Division, ODCSRF

TELEPHONE 677-7109

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
4. Reviews mobilization plans of the Army National Guard and the Major US Army Major US Army Reserve Commands; monitors the mobilization planning of all units subordinate to the Major US Army Reserve Commands; and maintains files of the approved unit mobilization plan review check sheets from these units.	B,D,E,F, G	2	.65	.65	2	Mobilization Plan/Supporting Document Review Checklist, AHARF Form 13 is used. Plans Br is proponent of this form.

CONUSA SURVEY FORM

FUNCTIONAL AREA Plans

POINT OF CONTACT LTC Morse

NAME OF OFFICE Plans Br, P&O Division, ODCSRF

TELEPHONE 677-7109

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
5. Prepares and coordinates the Reserve Component portion of the First US Army Land Defense Plan.	D,E,	2	.16	.16	2	Policy established only in the area of manday spaces for reconnaissance. Approve applications for manday spaces for conduct of the recon within approval funding limitations allocated to this office
6. Prepares, coordinates and maintains a list of Reserve Component Land Special Security Forces for inclusion in the First US Army Land Defense Plan. Obtains approval from the Chief, National Guard Bureau, for the National Guard units included in the list.	A,C,D	2,4	.25	.25	2,4	USAR units designated by Plans Br. ARNGUS unit selction made by TAG subject to approval by National Guard Bureau. Recommendation made to TAG by Plans Branch that certain units be used.

CONUSA SURVEY FORM

FUNCTIONAL AREA Plans

POINT OF CONTACT LTC Morse

NAME OF OFFICE Plans Br, P&O Division, ODCSRF

TELEPHONE 677-7109

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
7. Prepares, coordinates and publishes First US Army policy guidance and procedures regarding mobilization of Army National Guard of the United States and Army Reserve units.	A,D,E	2	.77	.77	2	First Guidance contained within 1A Suppl 1 to AR 135-300. Plans Branch is proponent of the supplement.
8. Coordinates preparation of the Reserve Component portion of the First US Army Military Assistance to Civil Authorities Plan.	D,E	2	.06	.06	2	DCSOT is the proponent for Military Assistance to the Civil Authorities Plan. Plans provide reviews and comments on this plan as it applies to Reserve Components. The establistment of policy and issuance of guidance is limited.

548

CONUSA SURVEY FORM

FUNCTIONAL AREA Plans

POINT OF CONTACT LTC Morse

NAME OF OFFICE Plans Br, P&O Division, ODCSRF

TELEPHONE 677-7109

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
9. Prepares and coordinates guidance for US Army Reserve forces listed in CONARC GARDEN PLOT (less administration and logistics).	N/A	N/A	0	0	N/A	Function was deleted by CONARC msg 311249Z August 1971, Subject: Training of USAR in Control of Civil Disturbances.
10. Prepares and coordinates Reserve Component guidance for other First US Army plans, as required.	A,D,E	2	.32	.32	2	Four plans involved. One plan is developed by Plans Branch. Remaining three plans are prepared by other staff to which Plans Branch provides input and guidance only.
11. Conducts Staff Visits to MUSARC's and State Adjutant General to assist in mobilization and contingency planning.	A,D,E,F, G	2	.15	.15	2	Visits frequently made in conjunction with other projects, i.e., Lab Check II Mobilization Exercise.

649

9-8-III-0

CONUSA SURVEY FORM

FUNCTIONAL AREA Plans

POINT OF CONTACT LTC Morse

NAME OF OFFICE Plans Br, P&O Division, ODCSRF

TELEPHONE 677-7109

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
12. Special Projects	A,D,E,G	4,3,2	1.0	1 (18 TDY 6 MOS OSD Study)	4,3,2	Two Projects a. CIOR Military Competitions - Monitors, coordinates, and supervises planning and execution the military competition phase of CIOR Congress. Only Plans Branch personnel involved. b. OSD Reserve Component Study - planning and execution of Tests one and four of the OSD Study. Seventeen officers are on TDY to the Plans Br to conduct further detailed planning and execute provisions of plans developed. One officer was TDY for 6 months for initial planning but is now gone. Planning guidance and decisions were received from DA, CONARC and CG 1st Army in addition to that developed by the branch.
13. RF DAMPL	B	4	.06 Total 6	.06 Total 6	4	Plans Br provides DAMPL to the USAR. However in the future this info will be provided in the update of the DMTB and NDMTB to be published by DCSOT. ARNG units get their info from NGB through State AG.

CONUSA SURVEY FORM

FUNCTIONAL AREA Operations Branch

POINT OF CONTACT LTC Welch

NAME OF OFFICE Plans and Operations Division, ODCSRF

TELEPHONE 7129/7265

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Develops, reviews, coordinates and recommends the missions, functions and organization of the Major US Army Reserve Commands.	B,D,E,G	2	.75	.75	2	Operations Branch is proponent for 1A Reg 10-4, Organizations and Functions First US Army major USAR commands. Initiates correspondence to obtain input from major US Army Reserve Commanders
2. Develops, coordinates and recommends the Army policy regarding the absence of MUSARC commanders. Monitor the duty status of MUSARC commanders.	D	2,7	.20	.20	2,7	(7=Advisory Groups) Coordinates action internally within ODCSRF.

O-III-B-7

CONUSA SURVEY FORM

FUNCTIONAL AREA Operations Branch

POINT OF CONTACT LTC Welch

NAME OF OFFICE Plans and Operations Division, ODCSRF

TELEPHONE 7129/7265

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
3. Conducts practice alerts and tests of contingency plans of Reserve Component units in coordination with DCSOT	C	2,6	.75	.75	2,6	N/A
4. Coordinates and supervises implementation of 1A plans for mobilization of the Reserve Components to include the ordering of units to active duty.	A,B,C,D, E,F,G	2,3,4	.75	.75	2,3,4	Includes determination of units to be mobilized, publication of General and Letter Orders to bring USAR units on active duty and Federalize ARNG units, supervise subareas/support installations coordination with mob stations outside 1A area, reviewing and supervising an orderly phase movement to mob stations. Entire branch is normally utilized during mobilization.

CONUSA SURVEY FORM

FUNCTIONAL AREA Operations Branch

POINT OF CONTACT LTC Welch

NAME OF OFFICE Plans and Operations Division, ODCSRF

TELEPHONE 7129/7265

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
5. Issues AT orders for USAR units in support of the approved FUSA AT schedule.	-	-	0	0	-	(N/A) Transferred to Training Division.
6. Monitors the testing of USAR unit alert plans.	B,C,D,E	2,5	.50	.50	2,5	(5=MUSARC) Includes consolidation and posting of test alerts and making appropriate written comments to units involved.
7. Develops, coordinates, recommends and implements policies pertaining to the command structure of the USAR. Prepares, maintains and publishes the USAR command structure	A,B,C,D, E,G	2	.75	.75	2	Includes reviewing all recommended changes and overall reorganization of major USAR units, conducting staff coordination, attachment and assignment of units, both within and outside First US Army area, and issuing General Orders to units involved.

CONUSA SURVEY FORM

FUNCTIONAL AREA Operations Branch

POINT OF CONTACT LTC Welch

NAME OF OFFICE Plans and Operations Division, ODCSRF

TELEPHONE 7129/7265

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
8. Issues general orders pertaining to the assignment and attachment of USAR units.	A,B,D,E	2	.25	.25	2	N/A
9. Plans, coordinates, supervises and conducts Army level command post exercises for Reserve Components	A,B,C,D, E,F,G	2,3,5	.75	.75	2,3,5	Includes developing of scenarios, letter of instructions, SOP's, programs budgets for exercises, conducts staff visits. Previously, a separate Maneuver Branch, consisting of four personnel, was responsible for CPX requirements. This function has been assumed by the Operations Branch
10. Develops, coordinates and recommends the Army policy regarding the use of Equivalent Training (ET) for an alert and warning system at USAR centers. Monitors and re-	A,B,D,E, G	2	.25	.25	2	N/A

O-III-B-10

CONUSA SURVEY FORM

FUNCTIONAL AREA Operations Branch

POINT OF CONTACT LTC Welch

NAME OF OFFICE Plans and Operations Division, ODCSRF

TELEPHONE 7129/7265

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
implementation of the use of ET for alert and warning.						
11. Develops, reviews, coordinates and recommends the mission, functions and organization of the US Army Advisor Groups (USAR and ARNG)	A,B,D,E, F,G	2	.50	.50	2	Operations Branch is proponent for 1A Reg 10-3, Organization and Functions, First US Army Advisor Groups. Sponsors annual Senior Advisors (ARNG and USAR) Conference.
12. Recommends to DCSPER, assignment priorities for Active Army advisors	D	2,7	.10	.10	2,7	N/A

CONUSA SURVEY FORM

FUNCTIONAL AREA Operations Branch

POINT OF CONTACT LTC Welch

NAME OF OFFICE Plans and Operations Division, ODCSRF

TELEPHONE 7129/7265

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
13. Develops the Army program for and coordinates and supervises the evaluation of the Civil disturbance capability of selected ARNG units	A,B,C,D, F,G	1,2,3,4	0	0	1,2,3,4	Ad hoc-type requirement. One conducted in 1968 and one in 1970-1. Last CD evaluation was conducted over eight months and required 185 3-5 man teams from the 1A area to conduct that evaluation. 285 units were evaluated in 1970-1. Reports were sent direct to DA with information copy to CONARC.
14. Prepares, maintains and publishes the roster of major USAR commanders, State Adjutants General, general officer commanders and SAA.	A,B,C	2	.45	.45	2	Continuously updated, published quarters.
			TOTAL 6	TOTAL 6		

APPENDIX IV - TRAINING DIVISION (DCSRF)

The Training Division of DCSRF is comprised of three branches, a Training Programs/Scheduling Branch, a Current Training Branch, and an Individual Training Branch. The Division is authorized (TDA 20 June 1971) and has assigned 14 officers, two EM and 14 civilians for a total of 30 personnel. The training functional area for Individual Training is discussed in Appendix I of Annex E of the Team 1 Report. The Unit Training Function is discussed in Appendix I of Annex M of the Team 2 Report.

a. Training Division, DCSRF, is the focal point for coordination of all actions involving establishment of training goals for mobilization entities, and for implementation of policies, directives, and procedures pertaining to Reserve Component training. Training Division, DCSRF recommends priorities for support of equipment fill and other logistical support for Reserve Components both during inactive duty (IDT) periods and during annual training (AT) periods.

(1) In addition, the Training Division coordinates all actions involving scheduling of units for annual training.

(2) In effect the Training Division, DCSRF is the action agency responsible for implementing the general policies established by CONARC, a planning agency. Where CONARC training policies must be tailored to meet the specialized requirements of Reserve Components in the FUSA area, it is the responsibility of Training Division to establish specialized instructions.

(3) This management function cannot be eliminated at the Army level nor can it be consolidated with other activities at the Army level. The more than 1100 mobilization entities in the FUSA area must have a focal point for resolution of day to day problems which arise with respect to training and training support.

b. Training Division is not in a position to demand specific requirements be met at specified Class I and Class II installations or at inactive duty sites.

(1) Training Division does, however, specify the type of facilities which are essential for Reserve Component training in terms of equipment facilities and training areas. Based upon the requirements for facilities as established by Training Division, other agencies of the FUSA staff are given the responsibility of ensuring the Reserve Component requirements for training facilities are satisfied.

(2) Training Division, DCSRF, makes periodic visits to installations to check adequacy of facilities for Reserve Component training. In turn, DCSRF Training Division can coordinate the utilization of Reserve Component troop and equipment assets throughout the FUSA area to accomplish projects at installations which will materially benefit both the Active Army and the Reserve Components. These projects could range from land rehabilitation to construction of training facilities, to community service oriented

projects. These projects are accomplished through mutual support programs between the Active Army and Reserve Components. In this regard the Training Division is once again the focal point for coordination of mutual support programs in that the Training Division does have the knowledge as to availability of units to accomplish projects at installations.

c. Training Division, DCSRF is in effect the action agency which provides CONARC with advice and current training information on any of the more than 1100 mobilization entities in the FUSA area. It is the FUSA responsibility to maintain current updated files on the exact training readiness condition of each of the more than 1100 mobilization entities in FUSA. Additionally, it is the FUSA responsibility to implement the broad training guidance of CONARC and to also modify this guidance within certain constraints to adapt to specialized situations of many of the FUSA Reserve Component units. Training Division, DCSRF coordinates all matters pertaining to enrollment of Reserve Component personnel into CONARC service schools and also recommends establishment of specific USAR schools to satisfy FUSA requirements. Training Division implements specialized training programs based upon directives or guidance received from CONARC. A good example of a specialized training program which has been recently implemented is the air-mobility training program,

d. The relationship of DCSRF, FUSA to DA is not considered an important relationship with respect to establishment or implementation of training policies. FUSA, as a subordinate command of CONARC, deals directly with CONARC. Nearly all guidance received from DA is received through CONARC. Direct coordination between FUSA and DA is not authorized and does not appear necessary. Where specialized projects are involved such as the OSD study, CONARC authorized direct coordination between FUSA and interested agencies on an "as needed" basis.

Tabs
A - Reports Collection Forms
B - Functional Survey Forms

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSRF
DIVISION Training
BRANCH Training Programs & Scheduling
SECTION

DATE OF INTERVIEW 18-20 Apr 72

FUNCTIONAL AREA(S) Reserve Component/Training

NAME OF INDIVIDUAL CONTACTED LTC Reese

PHONE # 3821/7509

(a) Title/Name of Report	(b) RCS	(c) m	(c) s	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. Training Level Objectives	ATOPS 118	X		Bn and Sep Co	CON Cir 350-7		YES	NO	
2. Annual Training Programs	Exempt RCS	X		Bn and Sep Co	CON Reg 350-1, Annex AA		YES	NO	
3. Civil Affairs, 3 Year Training Programs	None	X		CA Units	App V, Anx AA, CON Reg 350-1		YES	NO	
4. Annual Training Schedule									
a. Tentative Plan	ATOPS 64(R-9)	X		DCSRF-TP, Hq First US Army	App II, Anx AB, CON Reg 350-1.		YES	NO	
b. Final Plan	ATOPS 64(R-9)			DCSRF-TP, Hq First US Army	App II, Anx AB, CON Reg 350-1.		YES	NO	
5. AT After Action Report	Exempt RCs			Installations, MUSARCS, and TAG's	1A Suppl to Anx AB, CON Reg 350-1.	Yes	No	Yes	
6. Significant Training Events	ATOPS-164	X		Training Office	CONARC Msg	Yes	Yes	Yes	Report will be used at both CONUSA and CONARC.

O-IV-A

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1. Programs of Projected Annual Trng Programs	YES	YES	NO	CONARC		CONUSA	18	16	18	
2. Year Trng Program for all CA units.	YES	YES	NO	CONARC		CA Units	3	3	3	
3. Annual Trng Schedule	YES	YES	NO	CONARC		CONUSA	4	4	4	
4. AT Schedule (Final)	YES	YES	NO	CONARC		CONUSA	4	4	4	
5. AT after action	NO	NO	YES	N/A		CONUSA	4	4	4	
6. Prepare IDT Staff Visits	YES	NO	NO	CONARC		CONARC	1	1	1	

CONUSA Survey (cont)

UNIT TNG
TNG DIV
DCSRF

(r)
CONARC Disposition

	USE	DISPOSITION
1. ATOPS 118	Used internally to forecast training achiefment to determine if units are progressing.	Internally
2. Annual Training Progress RCS. None	CONARC does not receive report.	N/A
3. CA. Three year training plan	Monitors to develop training concepts and plans.	Internal
4. ATOPS 64 (R-9)	To develop the CONARC staff visit. Answer training area queries from DA.	Fwd to DA
5.		
6. ATOPS 164	Prepare IDT staff visit program.	Internal use

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSRF
DIVISION Training
BRANCH
SECTION

DATE OF INTERVIEW 18 Apr 72

FUNCTIONAL AREA(S) Reserve Components/Training

NAME OF INDIVIDUAL CONTACTED LTC Mercier

PHONE # 7443

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. Planned Input to Army Service Schools	DCSOT (None)	X		MUSARC's	CON Suppl 1 to AR 351-7	YES	NO	NO	1AA Form 547 is distri[illegible] the MUSARC's - These 16 [illegible]po are consolidated and forward to DCSOT (Schools) and place First US Army Active/Reserve school input report and submitted to Hq CONARC (ATIT-TI Report is forwarded to DCSOT annually on/or about 15 Jan.
2. USAR School Student Enrollment USCONARC Form 920-R	ATIT-2369R4)	X		USAR Schools	Annex AL CON Reg 350-1	NO	YES	NO	Reviewed at CONUSA for accur and proper format.
3. United States Army Reserve Schools Estimated Training Literature Requirements USCONARC Form 919-R	None	X		USAR Schools	Annex AL, CON Reg 350-1	NO	YES	NO	This is four separate report BOBC-BOAC IDT and AT, CGSC I and AT.
4. Student Enrollment and Attendance Report 1AA Form 585	AHARF-I	X		USAR Schools	1A Reg 140-8	YES	NO	YES	The form, its use, and frequ of reporting is under contro CONUSA CG.
5. Student Enrollment 1AA Form 528-R	None	X		USAR Schools		Yes	NO	YES	The form, its use, and frequ of reporting is under contro CONUSA CG.

O-IV-A-4

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1. School Quot Input	YES	YES	NO	DCSOT		USARC's	1	1	1	No Comment
2. None	YES	NO	NO	CONARC		CONARC	7	3	3	
3. None	NO	YES	NO	Service Schools		CONARC	7	3	3	Consolidated at FUSA before forwarding.
4. Monitor Continuing Attendance in order to adjust school staffing.	NO	NO	YES	NO		FUSA	7	3	3	
5. Used to staff USAR Schools	NO	NO	YES	NO		FUSA	7	3	3	

CONUSA Survey (cont)

INDIV TNG TNG DIV DCSRF	(r) CONARC Disposition	USE	DISPOSITION
	2. ATIT 236(R4)	To advise this headquarters and interested agencies of yearly activations and organizational data pertaining to the various USAR Schools within CONUS and oversea commands and the establishment of departments and satellites; and to provide data on student enrollment at USAR Schools. Information is used to evaluate, improve, and monitor the USAR School program effectiveness as pertains to staff, faculty, and student strengths; and to assist DA in preparing budget estimates.	Internal

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSRF
DIVISION Training
BRANCH Individual Training
SECTION

DATE OF INTERVIEW 18 Apr 72

FUNCTIONAL AREA(S) Reserve Component/Training

NAME OF INDIVIDUAL CONTACTED LTC Mercier

PHONE # 7443

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
6. Rosters of CGSC Students eligible for Phase X.	None	X		USAR Schools	CON Cir 350-2	NO	YES	NO	Separate rosters for U[illegible]C and RCPAC assigned students.
7. Nominations for Attendance at Instructor Training Conference CG.	None	X		USAR Schools	CON Cir 140-2	NO	YES	NO	
8. Association of the United States Army USAR School Award.	None	X		USAR Schools	AR 140-126	NO	NO	NO	
9. Staffing Guide, AHARF Form 18.	None	X		USAR Schools	Annual Directive letter, FUSA	YES	NO	YES	The form, its use, and freque of reporting is under control of CONUSA CG.
10. Rosters of Instructor Personnel for IDT Phases of BOAC.	None	X		FUSA	Anx AL, CON Reg 350-1	NO	YES	NO	Letter form, made up at [illegible] from information extracted from Form 18, Staffing Guide.

O-IV-A-7

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
6. Used to control staffing of Input to CG/SC	No (Phase)	No	Yes	No		FUSA	7	3	3	
						USAR Schools	7	3	3	
7. Allocation of spaces made against quota provided FUSA	RCPAC & NG rosters	No	USAR Roster retained	RCPAC NGB						
8. Selection made of Attendees against quota provided FUSA	Yes	No	Yes to secure orders	CGSC after selection is made		USAR Schools	7	3	3	
9. None	Yes	No	No	OCAR, DA		USAR Schools	7	3	3	
10. Rosters used at FUSA to assign instructors to AT Tours	Yes	No	Yes see j	Service Schools		FUSA	7	3	3	

CONUSA SURVEY FORM

FUNCTIONAL AREA Unit Training

POINT OF CONTACT LTC REESE

NAME OF OFFICE ODCSRF

TELEPHONE 3821/7509

	(a)	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1.	Develop training programs for all units including CA & SF	A, D, E	2, 3, 5, 6, 7	1	1	3	
2.	Review training programs of major commands	A, D, E	2, 5, 6, 7	1	1	3	
3.	Review and approve training level objectives for all mobilization entities	A	2, 5, 6, 7	1	.5	2	
4.	Schedule annual training	A, D, E	2, 5, 6, 7	2	2	2	
5.	Determine evaluator requirements	A, D	2	.5	.5	2	
6.	Check Training progress	B, F, G	2, 5, 6, 7	1	.5	2	
7.	Coordinate training activities of subordinate commands	A,C,D,E	2, 5, 6	3	3	3	ATT's, mutual support, community service, conferences
8.	Review AT after action reports	A,B,C,D,E	2, 3, 4	.5	.5	2	
9.	Respond to CONARC correspondence	B, C	3, 4	1	1	2	
10.	Respond to TAG, MUSARC correspondence	A,B,D,E	2, 3, 4	2	2	2	

CONUSA SURVEY FORM

FUNCTIONAL AREA Unit Training

NAME OF OFFICE ODCSRF

POINT OF CONTACT LTC BUKOWSKI

TELEPHONE 3174/7533

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
11. Acts upon requests from Reserve component units for modification to or exemption from training requirements promulgated in 1st US Army regs	A,B,C,D, E	2	2	2	2	
12. Presentation of a quarterly "Reserve component advisors orientation course" as directed by CONREG 135-11 dtd Sep 69	A,B,C,D,E, F,G,	2,3,7	1	1	2	
13. Acts upon congressional inquiries concerning Reserve component units	B,C,D,E,F, G	1,2,3,4, 5,6	1	1	2	

CONUSA SURVEY FORM

FUNCTIONAL AREA Individual Training

POINT OF CONTACT LTC Mercier

NAME OF OFFICE DCSRF

TELEPHONE 7443

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Reviews and forwards requests for waivers for eligibility requirements	A,B,C,D,E	1,2,4	.33	.33	2	A review of a request for waiver will determine if the decision can be made at CONUSA level or must be forwarded to the school or Department of Army.
2. Prepares directives and reports	A,D	2,3,4	.5	.5		Based on policy and guidance received from DA and CONARC, regulations, letters of instruction and directives are prepared and distributed to the field.
3. Monitors, coordinates, and supervises Drill Sergeant training for Reserve Component pers	A,B,C,D,E F,G	2	.33	.33	2	HQ First US Army monitors and coordinates Drill Sergeant training, conducts staff visits, pr[illegible]de guidance and process applications for Reser[illegible] personnel to perform ADT for attendance to a Drill Sergeant school. This office also consoli[illegible] a Drill Sergeant report from five training divisi[illegible] and submits a quarterly Drill Sergeant report to CONARC.
4. Processes applications for ADT/AT	E,D,B,A	2	1.33	1.33	2	Army HQ approves request to perform ADT/AT and processes DA Form 1058 for the publication of orders and the disbursement of MDS & Funds to support the tour of duty.

CONUSA SURVEY FORM

FUNCTIONAL AREA Individual Training

POINT OF CONTACT LTC Mercier

NAME OF OFFICE DCSRF

TELEPHONE 7443

	(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
5.	Prepares estimate of input for Service and Army Area Schools	E,D,C	5,2,3	.33	.33	3	Implementing letter released by Army HQ to MUSARC MUSARC's solicite input from subordinate units. Reports are submitted to Army HQ for consolidation and submission to CONARC thru DCSOT, HQ First US Army.
6.	Supervises the Service School Program	A,B,C,D,E F,G	2,3,4	.5	.5	2	Because the supervision of the program includes determining course availability, requests for bulk and individual quotas requirements and the allocati of quotas, the action at CONUSA and decision points varied.
7.	Recommends allocation of quotas for special courses and seminars	D,C,B	3,4,2	.33	.33	2	Courses and siminars are announced by DA and CONARC Implementing letter released by Army HQ to MUSARC's Recommended selections forwarded to DA and CO for final decision.
8.	Processes and forwards to higher HQ applications for attendance at Army War College, Command & General Staff College, Armed Forces Staff College & Other Senior Officer Special Courses.	B,C,D	4	.33	.33	4	HQ First US Army establish suspense dates to the Major USAR Commands for applications to arrive at this HQ according to prerequisites and cut-off dates established by OCAR. This office also screens applications, establishes priorities that have been set by MUSARC Commanders and forwards applications thru CONARC to OCAR.

CONUSA SURVEY FORM

FUNCTIONAL AREA Individual Training

POINT OF CONTACT LTC Mercier

NAME OF OFFICE DCSRF

TELEPHONE 7443

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
9. Monitors and coordinates Marksmanship training for Reserve Component personnel.	B,C,D,F, G	3	.33	.33	2	HQ First US Army establishes policy according to Department of the Army regulations, monitors and inspects the Marksmanship program in the units, provides guidance, conducts staff visits and observes field firing at clinics and matches.
10. Develops, recommends, and promulgates policy governing the establishment, supervision and operation of USAR schools.	A,D,E	2 (Based on CONARC and DA Reg)	.33	.33	2	1. Determines the number and location of USAR schools. 2. Authorizes establishment of Command & General Staff College, Branch Officer Advance Course, Branch Officer Basic Course, National Security Management Course, NCO Academy, and MOS course 3. Determines BOAC yearly phase of instruction to be conducted during a particular scho[illegible]a 4. Organizes Staff and Faculty for each USAR [illegible]c 5. Issues guidance thru directives, establishment of policies, conferences, correspondence, messages, personnel contact and telephone conversations. 6. Maintains records considered necessary for the administration of the program.

CONUSA SURVEY FORM

FUNCTIONAL AREA Individual Training

POINT OF CONTACT LTC Mercier

NAME OF OFFICE DCSRF

TELEPHONE 7443

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
11. Prepares directives, correspondence and reports pertaining to USAR Schools	A,B,C,D	2	.33	.33	2	1. Writes regulations of USAR Schools 2. Writes instructional circular on annual training for CGSC, BOAC, BOBC, NCO Acad, special missions. Publishes detailed AT schedule for USAR Schools staff/faculty and students. 3. Writes letters in reply to USAR school inquiries and to disseminate instructions pending their inclusion in regulations. 4. Reviews all reports and corrects those that are not complete prior to submission to CONARC. Nine recurring reports.
12. Respond to DA, CONARC, TAG and MUSARC correspondence and telephonic actions.	B	2	2	2	2	

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSOT
DIVISION Aviation
BRANCH
SECTION

DATE OF INTERVIEW 13 Apr 72

FUNCTIONAL AREA(S) Aviation

NAME OF INDIVIDUAL CONTACTED COL D. Prescott

PHONE # 2913

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. JABUP	JCS 1012	X		Staff Aviation	FUSA ltr issued ea yr	NO	NO	NO	FUSA agreement, CG, FUSA [illegible] no auth change
2. Restricted Area Utilization Report	FAA-1006	X		Using Agency	AR 95-50	NO	NO	NO	Federal Aviation Rept - CG, FU does not have auth to change
3. Technical Rept of US Army Aircraft Accident	CSFOR-5 (R2)	X		Avn Units/ Activities	AR 385-40	NO	NO	NO	This is a DA worldwide rept an CG, CONUSA does not have auth to change
4. Indirect Support Aircraft Utilization	CSFOR-111	X		Avn Units/ Activities	Ar 95-40	NO	NO	NO	A DA unique rept - DA has auth to change
5. Aircraft Crash Facts Message	CSGPA-459	X		Avn Units/ Activities	AR 385-40	NO	NO	NO	A DA unique rept - DA has auth to change
6. Status of Army Aviation Units/Activities	ATOPS-84 (R2)	X		Avn Units/ Activities	CON Reg 95-2	NO	YES	NO	A CONARC unique rept - CG, CON does not have auth to change
7. Aircraft Programming and Utilization Flying Hour Rept	ATOPS-111	X		Avn Units/ Activities	CON Reg 95-3	NO	YES	NO	A CONARC unique rept - CG, CON has auth to change
8. Rept System for Commissioned Air Navigation Fac.	ATOPS-125	X		Airfield Opns	AR 95-9, CON msg221922ZApr70	NO	NO	NO	Input for a DOD rept - CG, CON does not have auth to change

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSOT
DIVISION Aviation
BRANCH
SECTION

DATE OF INTERVIEW 13 Apr 72

FUNCTIONAL AREA(S) Aviation

NAME OF INDIVIDUAL CONTACTED COL D. Prescott

PHONE # 2913

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. JABUP	JCS 1012	X		Staff Aviation	FUSA ltr issued ea yr	NO	NO	NO	FUSA agreement, CG, FUSA cannot auth change
2. Restricted Area Utilization Report	FAA-1006	X		Using Agency	AR 95-50	NO	NO	NO	Federal Aviation Rept - CG, FU does not have auth to change
3. Technical Rept of US Army Aircraft Accident	CSFOR-5 (R2)	X		Avn Units/ Activities	AR 385-40	NO	NO	NO	This is a DA worldwide rept an CG, CONUSA does not have auth to change
4. Indirect Support Aircraft Utilization	CSFOR-111	X		Avn Units/ Activities	Ar 95-40	NO	NO	NO	A DA unique rept - DA has auth to change
5. Aircraft Crash Facts Message	CSGPA-459	X		Avn Units/ Activities	AR 385-40	NO	NO	NO	A DA unique rept - DA has auth to change
6. Status of Army Aviation Units/Activities	ATOPS-84 (R2)	X		Avn Units/ Activities	CON Reg 95-2	NO	YES	NO	A CONARC unique rept - CG, CON does not have auth to change
7. Aircraft Programming and Utilization Flying Hour Rept	ATOPS-111	X		Avn Units/ Activities	CON Reg 95-3	NO	YES	NO	A CONARC unique rept - CG, CON has auth to change
8. Rept System for Commissioned Air Navigation Fac.	ATOPS-125	X		Airfield Opns	AR 95-9, CON msg221922ZApr70	NO	NO	NO	Input for a DOD rept - CG, CON does not have auth to change

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1. Update airfld requirements	YES	YES	No	DOD			2	2	2	
2. Justify airspace requirements	YES	NO	NO	FAA			2	2	2	
3. To determine cause of aircraft accidents	YES	YES	NO	USAAAVS FtRucker, ALA			2	2	2	
4. Management	YES	NO	NO	CONARC/ DA			2	2	2	
5. Prelim accident info	NO	NO	NO	CONARC			2	2	2	
6, Utilized for briefings & statistical data	YES	NO	NO	CONARC			2	2	2	
7. Budgeting & Programing	YES	NO	NO	CONARC			2	2	2	
8. To monitor navigational equipment	NO	NO	NO	DOD			2	2	2	

P-I-A-2

(r) CONARC Disposition
1. Consolidated and provided to HQ DA.
2. Review and add information regarding requirements which are not known by the CONUSA; forward to DA.
3. Review and add CONARC comments prior to forwarding to US Army Agency for Aviation Safety.
4. Consolidate reports submitted by CONUSA and forwarded to HQ DA.
5. CONARC receives information copy only.
6. Aviation unit statistics provided by CONUSA are published monthly in a single report. This report is distributed monthly to all interested agencies by HQ CONARC. (Publication has been temporarily suspended because of HQ CONARC workload.)
7. Flight hour statistics are tabulated by unit installation and CONUSA for use by CONARC in developing fund requirements by quarter.
8. CONARC compiles input from CONUSA and submits to HQ DA.

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSOT
DIVISION Aviation
BRANCH
SECTION

DATE OF INTERVIEW 18 Apr 72

FUNCTIONAL AREA(S) Aviation

NAME OF INDIVIDUAL CONTACTED COL D. Prescott

PHONE # 2913

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
9. Aircraft Operational Readiness Report	AHABC-100	X		Avn Units/ Activities	FUSA msg 161740Z Apr 71	YES	NO	YES	FUSA unique rept - CG, CONUSA has auth to change
10. Army Aviation Qualification Record	None	X		Avn Units/ Activities	FUSA Reg 95-2	YES	NO	YES	FUSA unique rept - CG, CONUSA has auth to change
11. Aviation Safety Quarterly Report	None	X		Avn Units/ Activities	VOCG CONARC ATOPS-AVN	NO	YES	NO	This is a CONARC requirement CG, CONARC has auth to change
12. Annual Aircraft Accident Prevention Survey	None	X		Avn Units/ Activities	CON Suppl 1 to AR 95-5	No	YES	NO	This is a CONARC requirement CG, CONARC has auth to change

P-I-A-4

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
9. Used in briefing CG, FUSA	NA	NO	YES	CONUSA retained			2	2	2	
10. Monitoring aviators' qualifications	NO	YES	YES	CONUSA retained			2	2	2	
11. Acft acc/ incidents, fatalities, cost	YES	NO	NO	CONARC ATOPS-AVN			2	2	2	
12. Correction of unsafe conditions	YES	NO	NO	CONARC ATOPS-AVN			3	3	3	

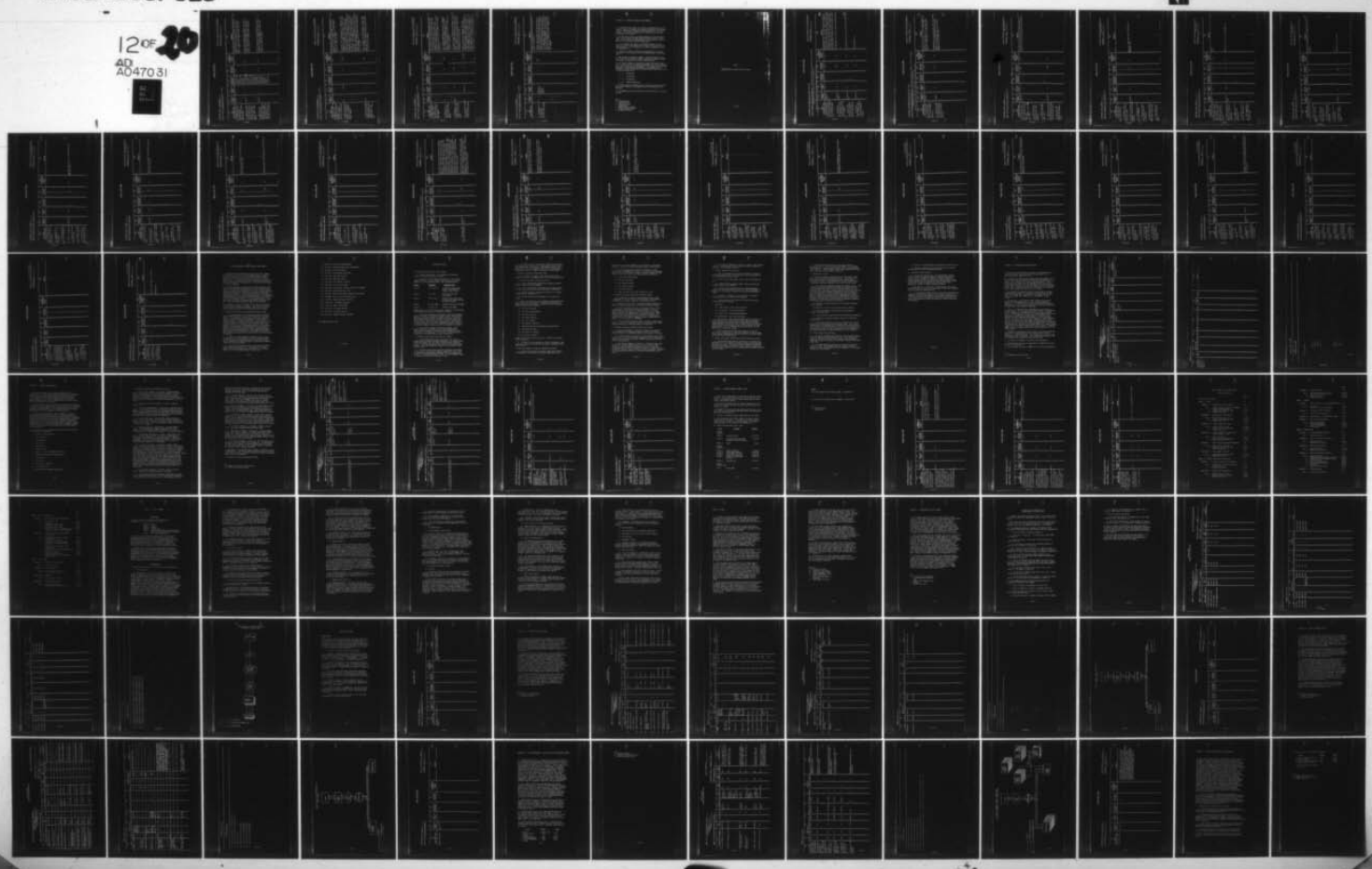
P-I-A-5

CONUSA Survey (cont)

(r) CONARC Disposition
9. Not submitted to CONARC.
10. Not submitted to CONARC.
11. Information from CONUSA is tabulated and used in CONARC program quarterly review and analysis.
12. Individual surveys submitted by CONUSA are used as management tools in evaluating CONUSA performance. Surveys are also used to detect and correct unsafe conditions.

AD-A047 031 OFFICE OF THE CHIEF OF STAFF (ARMY) WASHINGTON DC MA--ETC F/G 15/5
FUNCTIONAL STUDY OF CONUSA (CONTINENTAL U.S. ARMY) MANAGEMENT.(U)
MAY 72

UNCLASSIFIED



CONUSA SURVEY FORM

FUNCTIONAL AREA AVIATION

POINT OF CONTACT COL D. PRESCOTT

NAME OF OFFICE Aviation Division, DCSOT

TELEPHONE 2913

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Supervise Aviation Operations and Training (Active Army, ARNG, USAR, ROTC)	A,D,E	2	A total of twelve personnel authorized in this division (7 Officers, 6 Civilians) Six Officers and five civilians are assigned. The MTDA does not stipulate the personnel to perform these functions	4.8	2,3	This function can be assumed by Force Command and D&T Command for the Active Army. The function should remain at Area Command for ARNG, USAR and ROTC.
2. Conduct safety and training inspections and initiate corrective actions (Active Army, ARNG, USAR, ROTC)	A,D,G	2		.2	2,3	This function can be assumed by Force Command and D&T Command for the Active Army. The function should remain at Area Command for ARNG, USAR and ROTC).
3. Appoint and supervise Standardization Boards Instrument Examiner Boards and Instructor pilots (Active Army, USAR)	A,D,E	2		1.8	2,3	This function can be assumed by Force Command and D&T Command for Active Army units; it should remain at Area Command for ARNG and USAR.

F-1-F4

CONUSA SURVEY FORM

FUNCTIONAL AREA AVIATION

POINT OF CONTACT COL D. PRESCOTT

NAME OF OFFICE Aviation Division, DCSOT

TELEPHONE 2913

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
4. Appoint and supervise aviation accident investigation boards (Active Army, USAR)	D,E	2		1.5	2,3	This function can be assumed by Force Command and D&T Command for Active Army units; it should remain at Area Command for ARNG and USAR.
5. Take action on Flight Evaluation Boards' recommendations (Active Army, USAR)	A,B	1,2,4		.2	1,2,4	Presently the installation commander may temporarily remove personnel from flight status for cause. As a result of unfavorable board action, the CONUSA may place personnel on intermediate suspension. Permanent removal from flight status and return to flight status are accomplished at HQ DA. The CONUSA portion of this procedure can be performed by Force Command and D&T Command for the Active Army. Area Command should retain the capability for the USAR
6. Publish flight status orders for USAR aviators and crewman and for Active Army crewmen.	A,E,	2		.5	2,3	Area Command should continue to perform this function for the USAR. Force Command and D&T Command can publish orders for Active Army crewmen.

CONUSA SURVEY FORM

FUNCTIONAL AREA AVIATION

POINT OF CONTACT COL D. PRESCOTT

NAME OF OFFICE Aviation Division, DCSOT

TELEPHONE 2913

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
7. Grant waivers of flight proficiency requirements Active Army and USAR)	A	2		.2	1,2,3	This function can be performed at installation level for aviators assigned to installations and at Force and D&T Command for Active Army aviators not assigned to installations. The function should remain at Area Command for USAR aviators.
8. Manage the flying hour program (Active Army USAR)	D	4		.2	2,3	Area Command should continue to manage the flying hour program for the USAR. Force Command and D&T Command can manage the program for their respective aviation elements.
9. Administer the USAR civilian aircraft rental program	A,D	2		1.0	2	As long as this program continues, it should be administered by the Area Command. However, it is likely that this program will be drastically reduced or eliminated within a year.
10. Publish flight regulations (Active Army,USAR)	E	1,2,3,4		.4	1,2,3,4	Each echelon of command routinely publishes flight regulations based on unique geographic and command conditions Area Command should continue to regulate USAR aviation; Force Command and D&T Command should regulation Active Army aviation. Regulations promulgated

CONUSA SURVEY FORM

FUNCTIONAL AREA AVIATION

POINT OF CONTACT COL D. PRESCOTT

NAME OF OFFICE Aviation Division, DCSOT

TELEPHONE 2913

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
						by DA, installations, and units should remain in effect.
11. Coordination of airspace utilization (Active Army, USAR)	B	Federal Aviation Agency (FAA)		.3	FAA	CONUSA administratively processed requests for airspace (artillery ranges, flight envelopes, etc) and coordinates with FAA field representatives prior to forwarding. Because of the extremely small USAR requirement, this function could be performed for both the Active Army and the USAR by Force Command and D&T Command

APPENDIX II - NUCLEAR, BIOLOGICAL, AND CHEMICAL

1. The NBC Division, DCSOT, has an area of responsibility for all facet of Nuclear, Biological, and Chemical Supervision and training in FUSA. NBC Division discharges these functions with 13 filled spaces, a recognized requirement for 20 spaces and an authorized requirement for 15 spaces.

2. The NBC Division has area support missions for the NBC Surety Board (Tab D, para 8), Nuclear Accident/Incident Control, (Tab D, para 1), Escort/Guard for NBC Movements (Training Devices) (Tab D, para 11), and selected classified components.

3. It has command and control of the FUSA EOD Control Center, (Tab C), located at Fort Meade which further controls the 18 Field EOD Detachments. Each Detachment has a specific geographical area of responsibility.

4. Additionally, FUSA is charged with EOD Support for the President (Tab C). This operation runs the complete gamut of EOD Operations.

5. NBC Division is charged by CONARC to establish Chemical, Biological, and Radiological area schools. These are nonchemical branch individuals who are trained as specialized CBR teams.

6. The largest segment of assistance is toward the Reserve Components. Since July of 1970, Reserve Components Artillery and Engineer Units have been given a nuclear mission. This task includes six USAR battalions, 33 battalions and regiments of the USARNG, who are required to acquire and maintain a nuclear weapons capability for the following delivery units:

a. 4 - Adm Platoon

b. 8 - HJ Batteries

c. 15 - 8" Batteries

d. 63 - 155mm How Batteries

7. The NBC Division is charged by DA to conduct the Chemical Surety Board (Tab D, para 8), and accomplish this with quarterly board meetings.

8. The CONUSA maintains area CBR school for installation. No report required.

Tabs
A - CONUSA Reports
Collection Form
B - CONUSA Functions
Survey Form
C - FUSA Explosive Ordnance
Disposal Control Center
D - Related Activities

TAB A

CONUSA Reports Collection Form Not Used

CONUSA SURVEY FORM

FUNCTIONAL AREA Operations and Training

POINT OF CONTACT LTC Shingleton

NAME OF OFFICE Nuclear, Biological, Chemical Division, Deputy Chief of Staff Operations and Training, TDA 1AWOGXAA-05

TELEPHONE 4101

Office of Chief Nuclear Biological Chemical Division

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Supervises Nuclear, Biological Chemical, and Explosive Ordnance Disposal Activities	A,C,D,E F,G,	2	5	1.0	2	UP FUSA Memo 10-1. Many NBC functions originate from this subfunctional area. Statement-if inaccurate to break down column (E) within 5 personnel assigned to Div Chief Office, is done only for job function number one the EOD staff officer, plus surety board
2. Exercises operation control of explosive ordnance disposal control center	A,C,D,E, F,G,	2		1.5	2	UP FUSA Memo 10-1 and as listed in subfunction are
3. Prescribes policies for execution of FUSA Escort operations	A,B,C,D, E	2		.2	2	UP FUSA Memo 10-1, AR 55-203, AR 55-16, FUSA Reg 5
4. Exercises operational control of 82nd Chemical Detachment (CBRE)	A,D,E,F, G	2		.8	2	UP FUSA Memo 10-1.

P-II-B

CONUSA SURVEY FORM

FUNCTIONAL AREA Operations and Training

POINT OF CONTACT LTC Shingleton

NAME OF OFFICE Nuclear, Biological, Chemical Division, Deputy Chief of Staff Operations and Training, TDA 1AWOGXAA-05

TELEPHONE 4101

Office of Chief Nuclear Biological Chemical Division

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
5. Provides EOD Staff Technical Advice and Assistance on all EOD matters	A,D,E	2		1.2	2	UP AR 1-4, 75-14, 75-15, CON Suppl 1 to AR 75-15, FUSA Suppl 1 to AR 75-15, FUSA Reg 360-2, FUSA Reg 385-13, FUSA Memo 10-1
6. Chairman FUSA NBC Surety Board and NBC Accident/ Incident Control Officer	A,D,E	2		.3	2	Coordinates surety program per AR 10-16, 50-21, 11-17 and FUSA Reg 50-1 and FUSA Memo 15-1, FUSA Memo 10-1, Surety Board Members from FUSA Staff

CONUSA SURVEY FORM

FUNCTIONAL AREA DCSOT

POINT OF CONTACT LTC Shingleton
MAJ Jones

NAME OF OFFICE Nuc Br, NBC Division

TELEPHONE 4101

Reg 8 Auth 4

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Advises on Nuclear safety, security, operations and training	A,B,C,D G	2		.30	2	AR 50-1, 50-2, 50-3, 55-203, 190-60, and 611-15; CON Reg 350-1, FUSA Reg 350-28
a. Advises CG, FUSA and DCSOT						
b. Advises subordinate unit and installation commanders.						
c. Publishes FUSA Reg 350-28 and FUSA Memo 15-1						
2. Monitors training information and disseminates Nuclear training material.	A,B,C,D	2		.30	3	
a. Reviews AR, CONARC Reg, and Technical Publications						

CONUSA SURVEY FORM

FUNCTIONAL AREA DCSOT

POINT OF CONTACT LTC Shingleton
MAJ Jones

NAME OF OFFICE Nuc Br, NBC Division

TELEPHONE 4101

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
b. Disseminates DOD safety Rules						
c. Designs, procures, and distributes training aids						
3. Nuclear Accident/ Incident Control Plan (NAICP)	A,D,E,F, G	2		1.0	2	AR 50-2, CON Reg 50-2, FUSA Reg 50-2, FUSA Memo 50-2
a. Coordinates with AMC and ARADCOM						
b. Monitors quarterly exercises for 5 subareas.						
c. Prepares and conducts annual FUSA NCIC Team Exercise.						
d. Publishes FUSA Reg 50-2, FUSA Memo 50-2						

CONUSA SURVEY FORM

FUNCTIONAL AREA DCSOT

NAME OF OFFICE Nuc Br, NBC Division

POINT OF CONTACT LTC Singleton
MAJ Jones

TELEPHONE 4101

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
4. Interagency Radio Logical Protection Plan (IRAP). Coordinates with other military services, AEC and OCD as required.	G	4		.10	4	IRAP
5. Prepares Nuclear portion of FUSA plans, exercises, and regulations	A,B,C,D E,G	1,2		.15	2	FUSA Reg 50-1, 50-2, and FUSA Memo 50-2
a. Prepares or reviews exercise scenarios						
b. Conducts or observes exercises.						
c. Publishes FUSA Reg 50-1, FUSA Reg 50-2, FUSA Plans						

P-II-B-5

CONUSA SURVEY FORM

FUNCTIONAL AREA DCSOT

NAME OF OFFICE Nuc Br, NBC Division

POINT OF CONTACT LTC Shingleton
MAJ Jones

TELEPHONE 4101

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
6. Monitors TPI/TSI	D,G	3,4		1.0	3	AR 20-2, CON Reg 20-2, FUSA Reg 20-2, and TB IG 5
a. Conducts liaison with DNA, DA, and CONARC						
b. Receives inspection schedule from higher HQ.						
c. Publishes consolidated inspection schedule.						
d. Observes all inspections						
7. Conducts CTI; evaluates reserve units	A,D,E,F,	2		2.0	2	FUSA Reg 20-2 and 350-28

P-II-B-6

CONUSA SURVEY FORM

FUNCTIONAL AREA DCSOT

POINT OF CONTACT LTC Shingleton
MAJ Jones

NAME OF OFFICE Nuc Br, NBC Division

TELEPHONE 4101

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
a. Publishes schedule and conducts inspections on Active Army units. b. Evaluates Reserve Components as necessary. c. Publishes FUSA Reg 20-2, FUSA Reg 350-8						
8. Prefix 5 Refresher a. Monitors higher HQ directives b. Surveys installation requirements c. Consolidates and publishes schedule as FUSA Cir 350-30	A,B,C,D	1,2		50	2	AR 611-103, Annex D, CON Reg 350-1; FUSA Cir 350-30

CONUSA SURVEY FORM

FUNCTIONAL AREA DCSOT

NAME OF OFFICE Nuc Br, NBC Div

POINT OF CONTACT LTC Shingleton
MAJ Jones

TELEPHONE 4101

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
d. Assists installations in instruction.						
9. Monitors classified shipments	A,B,D,G	1,2	2	.15	2	AR 50-2, AR 55-203, AR 190-60, FUSA Reg 50-2, FUSA Reg 55-9
a. Conducts liaison with shippers (Usually AMC)						
b. Receives notice of shipments						
c. Alerts subareas and EOD						
d. Responds to requests for assistance						
e. Calls emergency forces if required						

CONUSA SURVEY FORM

FUNCTIONAL AREA DCSOT

POINT OF CONTACT LTC Shingleton
MAJ Jones

NAME OF OFFICE Nuc Br, NBC Division

TELEPHONE 4101

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
f. Publishes FUSA Reg 50-2, ~~IA~~ Reg 55-9						
10. Furnishes escort guards.	A,B,D,G	1,2		1.0	2	AR 55-16, AR 55-203, AR 190-60, FUSA Reg 55-9, FUSA Reg 350-28
a. Conducts liaison with shippers (AMC)						
b. Receives requirements and passes to installations						
c. Monitors installation level training						
11. Technical Assistance and Staff Supervision of Active Army and Reserve Component Training	A,B,C,D, E,G	2		.50	2	CON Reg 350-1 with Annexes, FUSA Reg 350-28

P-II-B-9

CONUSA SURVEY FORM

FUNCTIONAL AREA DCSOT

POINT OF CONTACT LTC Shingleton
MAJ Jones

NAME OF OFFICE Nuc Br, NBC Div

TELEPHONE 4101

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
a. Monitors higher headquarters directives						
b. Visits units						
c. Observes training						
d. Provides direct instructor and techcal assistance.						
e. Publishes letters as required						
f. Publishes FUSA Reg 350-28						

P-II-B-10

CONUSA SURVEY FORM

FUNCTIONAL AREA Operations and Training

POINT OF CONTACT LTC Shingleton

NAME OF OFFICE Nuclear Biological Chemical Division
Deputy Chief of Staff Operations and Training

TELEPHONE 4101

Reg 1 Auth 1

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Explosive Ordnance Disposal Officer						
1. Provides General staff supervision all EOD matters.	C,D,F,G	2	1	.25	2	One field grade EOD officer provides general staff supervision for all EOD matters. Specific activities include recommending to NBC Division Chief regarding new equipment utilization, technical proficiency inspections, Army training tests, regulation changes, personnel utilization, MTO&E preparation Commanding Generals' EOD Trophy, press releases, human reliability program, EOD personnel recruiting, specific EOD technical operations
2. Monitors EOD Control Center(s)	A,B,C,D F,G	2	1	.50	2	Reviews operations including daily log and insures compliance with appropriate policies. Conducts Staff Visits and Inspections. Coordinates Control Center(s) and FUSA Staff Actions.

CONUSA SURVEY FORM

FUNCTIONAL AREA Operations and Training

POINT OF CONTACT LTC Shingleton

NAME OF OFFICE Nuclear Biological Chemical Division
Deputy Chief of Staff Operations and Training

TELEPHONE 4101

Reg 4 Auth 4

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
3. Prepares plans and programs to insure execution of FUSA EOD Mission	B,C,D,G	2	1	.125	2	Coordinates EOD plans with FUSA Staff, CONARC and other commands as required.
4. Initiates actions to maintain readiness of FUSA EOD units.	A,C,D,E	2	1	.125	2	Initiates actions required based upon analysis of EOD unit readiness, performance and future missions.

P-II-B-12

CONUSA SURVEY FORM

FUNCTIONAL AREA DCSCT

NAME OF OFFICE NBC Div, DCSOT
CBR Branch

POINT OF CONTACT LTC Shingleton
MAJ Washington

TELEPHONE 4101

Reg 8 Auth 4

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
CBR BRANCH						
1. CB Surety	A,B,D,E, F, G	2	8	2.0	2	AR 55-8, AR 55-56, AR 385-14, AR 385-40, AR 11-17, AR 50-21, CON Suppl 1 to AR 11-17, CON Suppl 1 to AR 50-21.
a. Supervises CB Surety Program						
b. Advises CML Surety Off						
c. Provides member to the FUSA Nuclear Bio Cml Surety Board.						
d. Responsible for Cml-Bio Accident Incident Control ICBAIC)						
e. Conducts CBAIC planning						

CONUSA SURVEY FORM

FUNCTIONAL AREA DCSOT

POINT OF CONTACT LTC Shingleton MAJ Washington

NAME OF OFFICE NBC Div, CBR Br

TELEPHONE 4101

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
f. Organizes, equips and trains and evaluates CBAIC Emergency Teams.						
g. Requests required CBAIC assistance.						
h. Conducts one full scale CBAIC exercise per year.						
i. Monitors five full scale CBAIC exercises per year.						
j. Submits required reports						
k. Determines priority of CBAIC actions.						

CONUSA SURVEY FORM

FUNCTIONAL AREA DCSOT

POINT OF CONTACT LTC Shingleton
MAJ Washington

NAME OF OFFICE NBC Div, DCSOT, CBR Branch

TELEPHONE 4101

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Monitors CB shipments.						
m. Provides member to the LA NBCAIC Off Staff						
2. CBR Operations	A,B,C,D,F, G	1,2		1.6	3	AR 220-58, CON/ARRED REG 525-15, CON Reg 104 CON Reg 350-1, CONARC BASIC PLAN
a. Organizes, equips, trains and inspects installation CBR Teams.						
b. Organizes, equips, trains, and inspects installation (subarea) CBR Elements (CBRC).						
c. Establishes, supervises and operates the NBC warning and Reporting System.						

P-II-B-15

CONUSA SURVEY FORM

FUNCTIONAL AREA DCSOT

POINT OF CONTACT LTC Shingleton
MAJ Washington

NAME OF OFFICE NBC Div, CBR Br

TELEPHONE 4101

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
d. Insures continuity of operations in accordance with continuity of Op Plans						
e. Conducts CBR Defense Planning						
f. Reviews CBR portion of operation publications (reg, plans, etc).						
g. Assists DCSRF in developing operational requirements applicable to Reserve Component Cml units.						

CONUSA SURVEY FORM

FUNCTIONAL AREA DCSOT

POINT OF CONTACT LTC Shingleton MAJ Washington

NAME OF OFFICE NBC Div, CBR Br

TELEPHONE 4101

Reg 6 Auth 4

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
3. CBR TNG	A,B,D,E,F, G	1,2		2.6	3	AR 220-58, AR 50-21, CON REG 10-4, CON REG 350-1, CON Suppl 1 to AR 50-21
a. Monitors CBR Team Tng.						
b. Monitor CBRE Tng.						
c. Monitors CBAIC Emergency Force Tng.						
d. Establish On-scene Commander Tng requirements.						
e. Monitors CBAIC Off tng.						
f. Provides staff supervision and operational control of Army Area CBR Schools.						
g. Provides tech assistance to Army Area CBR Schools						

CONUSA SURVEY FORM

FUNCTIONAL AREA DCSOT

NAME OF OFFICE NBC Div, CBR Br

POINT OF CONTACT LTC Shingleton
MAJ Washington

TELEPHONE 4101

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
h. Compiles and publishes CBR School schedules						
i. Maintains CBR school statistics.						
j. Establishes, processes and distributes CBR Tng Guidance.						
k. Conducts review of tng publications.						
l. Monitors and writes CBR portions of field exercises and CPX as required.						
m. Provides tng assistance to Active Army and Reserve Component units, as requested.						

CONUSA SURVEY FORM

FUNCTIONAL AREA DCSOT

POINT OF CONTACT LTC Shingleton
MAJ Washington

NAME OF OFFICE NBC Div, CBR Br

TELEPHONE 4101

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
n. Assists DCSRF in developing, tng, policy directives applicable to Reserve Component units and activities.						
4. Exercises operational control over the 82d Cml Det.						
a. Monitors training.						
b. Develops and conducts ATT and ORT.						
5. RADIOLOGICAL PROTECTION	A,B,C,D,E,F,G	1,2,3,4		1.0	2	AR 40-14, AR 55-55, AR 385-30, AR 700-52, AR 725-1 AR 700-64, AR 755-15, CON REG 700-63, CON Suppl 1 to AR 755-15
a. Supervises the Army Area Radioactive Material Control Point.						

CONUSA SURVEY FORM

FUNCTIONAL AREA DCSOT

POINT OF CONTACT LTC Shingleton
MAJ Washington

NAME OF OFFICE NBC Div, DCSOT, CBR Br

TELEPHONE 4101

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
b. Establish and supervise the FUSA Radiological Protection Program.						
c. Monitors radiation protection standards.						
d. Provides a Radiological Control Officer.						
e. Inspects each Class I installation radiation protection program.						
f. Monitors each Class II installation radiation protection program.						
g. Processes requests for special radiation source authorations.						

CONUSA SURVEY FORM

FUNCTIONAL AREA DCSOT

POINT OF CONTACT LTC Shingleton MAJ Washington

NAME OF OFFICE NBC Div, CBR BR

TELEPHONE 4101

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
h. Submit required reports.						
i. Reviews and concurs in qualifications of each local radiological protection off within the geographical area of FUSA.						
j. Supervises requisitioning transfer and disposal of radioactive material.						
k. Maintains inventory of radiation items.						
l. Supervises licensing and control of non-supply radiation sources.						

CONUSA SURVEY FORM

FUNCTIONAL AREA DCSOT

NAME OF OFFICE NBC Div, CBR Br

POINT OF CONTACT LTC Shingleton MAJ Washington

TELEPHONE 4101

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
6. Develops CBR portions of briefings.	B	2		.4	3	
7. Develops and maintains NBC history.	B	2		.4	3	AR 875-1, CON Suppl 1 to AR 875-1
8. Develops, reviews and analysis report and briefing.						CON Reg 11-1

FUSA
EXPLOSIVE ORDNANCE DISPOSAL CONTROL CENTER (EODCC)

1. The FUSA Explosive Ordnance Disposal Control Center (EODDC) was established to provide the Army Commander with an immediate 24-hour per day control of the 18 Ordnance Detachments (EOD) assigned to the FUSA and geographically distributed throughout the Army area. The OIC of this control center also provides EOD advice to the Army Commander and staff, coordinates EOD activities with other Federal and civil agencies, and supervises EOD training of the 18 detachments.

2. The EODCC maintains a 24-hour per day contact capability with each of the 18 Ordnance Detachments and is fully apprised at all times of the exact effective personnel strength of each detachment and its capabilities and limitations. The control center exercises operational control over all EOD units and dispatches required assistance in support of: presidential security details; military range clearance tasks; nuclear, chemical, biological, and conventional accident/incident control missions; and, emergency requests from civil law enforcement officials. For training assurance, the control center also conducts an operational evaluation and test of each of the 18 Ordnance Detachments annually at Fort Meade.

3. The EODCC is located in Building 2231 at the corner of Huber Road and Chisholm Avenue, Fort Meade. It is operated jointly by the 542d and 549th Ordnance Detachments (EOD) and is under the direct operational control of the Chief, NBC Division, DCSOT.

4. Ordnance Detachments, Explosive Ordnance Disposal (EOD).

a. The primary mission of each assigned Explosive Ordnance Disposal (EOD) Detachment, except those marked with an asterisk below is: The detection, identification, reporting, rendering safe, recovering, evaluating, and disposal of US and foreign explosive ordnance, including conventioanl, nuclear chemical, and biological weapons or munitions which constitute hazards to personnel, facilities, or operations. When requested and in the interest of public safety, EOD detachments assist law enforcement agencies in the disposal of hazardous explosives or explosive devices, and provide technical assistance in emergency situations involving other dangerous materials. Additionally, EOD detachments provide special training for civil defense and law enforcement personnel, and assist the US Secret Service in security details as directed.

b. There are 18 EOD detachments assigned to FUSA, located as shown below. These detachments are under operational control of the FUSA Explosive Ordnance Disposal Control Center (EODCC) and are attached to the nearest military installation for administrative and logistical support.

c. Those units identified with an asterisk have been designated Presidential Support units. They assist the US Secret Service in providing protection to the President of the United States. This is the primary mission of these units.

(1) 14th EOD - Fort Devens, Massachusetts

(2) 28th EOD - Letterkenny Army Depot, Pennsylvania

(3) 43d EOD - Fort Knox, Kentucky

(4) 54th EOD - Fort Monmouth, New Jersey

(5) 55th EOD - Camp Drum, New York

(6) 56th EOD - IGMR, Pennsylvania

(7) *57th EOD - Fort Belvoir, Virginia

(8) 60th EOD - Fort Dix, New Jersey

(9) *67th EOD - Fort Lesley J. McNair, District of Columbia

(10) 68th EOD - Ravenna Army Depot, Ohio

(11) 69th EOD - Valley Forge General Hospital, Pennsylvania

(12) 71st EOD - Lockbourne Air Force Base, Ohio

(13) 143d EOD - Seneca Army Depot, New York

(14) *144th EOD - Fort Meade, Maryland

(15) 145th EOD - Manor, Pennsylvania

(16) 146th EOD - Rotterdam, New York

(17) 147th EOD - Fort Lee, Virginia

(18) 149th EOD - Edgewood Arsenal, Maryland

*Presidential Support Units

RELATED ACTIVITIES

1. Nuclear Accident/Incident Control (NAIC)

a. FUSA has responsibility for minimizing the hazardous effects of a nuclear accident or incident.

b. The FUSA area (less MDW*) is organized into five subarea commands for NAIC. The five subareas are required to conduct a quarterly test of established plans. The five subareas are:

SUBAREA	COMMANDERS	GEOGRAPHIC AREA
Northern	CG, Ft Devens	Connecticut, Maine, Massachusetts, New Hampshire, Vermont, Rhode Island
Central	CG, Ft Dix	New Jersye, New York, Pennsylvania
Western	CG, Fort Knox	Kentucky (less Trigg, Todd, Christian and Logan Counties) Ohio, West Virginia
Eastern	CO, Fort Meade	Delaware, Maryland (less MDW*)
Southern	CG, Fort Lee	Virginia (less MDW*)

(*MDW consists of the following counties: Maryland - Prince Georges and Montgomery and Virginia - Fairfax and Arlington)

c. The subarea commanders are required to have NAIC emergency forces consisting of the nuclear accident/incident control officer (NAICO), an on-scene commander (a general officer), a CBR Alpha Team, emergency medical units, military police team, public information officer, legal assistance officer, engineer representative, a communications team, intelligence representative, and chaplain. In event a general officer is not immediately available to serve as the On-Scene Commander, assistance will be requested of HQ, FUSA.

d. Each subarea commander is required to conduct a test exercise quarterly, including one joint Army/ARADCOM/(NAIC) exercise and one chemical, biological (CBAIC) exercise per year. As required by CON Supplement 1 to AR 50-21, the CBAIC exercise is conducted in the second quarter of each calendar year.

2. Interagency Radiological Assistance Plan (IRAP).

a. The Interagency Radiological Assistance Plan (IRAP) is a formal agreement between the major departments of the United States Federal Government (DOD, AEC, HEW) to provide mutual assistance in case of radiological mishaps other than those involving nuclear weapons. The Atomic Energency Commission is the principal coordinator for IRAP.

b. The Chief, NBC Division, has been designated the chairman of the Nuclear, Biological and Chemical (NBC) Surety Board. FUSA coordinates with Atomic Energy Commission (AEC) and its Regions 1, 2, and 5, all matters pertaining to IRAP. The FUSA emergency teams for IRAP are essentially the same as for NAIC.

c. The IRAP policy is to handle each incident at the lowest coordinating level possible, and to make maximum effective use of local capabilities. An example of IRAP response could be Army assistance to AEC in the cleanup and control of contamination resulting from a spill of radioactive materials during shipment.

3. Chemical, Biological, Radiological Team.

a. The Chemical, Biological, Radiological (CBR) Team is organized to provide the commander with the following capabilities:

(1) Observe and report nuclear burst data.

(2) Operate and maintain chemical and biological detection devices, radiac meters, and chargers.

(3) Conduct chemical and radiological area surveys and monitor, mark, and report chemical and radiological contamination.

(4) Monitor personnel, equipment, and materiel for chemical and radiological contamination.

(5) Perform limited CBR decontamination on equipment and terrain.

b. Within the FUSA area, the following ten installations have been assigned the responsibility of organizing, equipping, and training installation CBR teams. Except as noted, all teams have aerial and alpha survey capability.

(1) Fort Dix, New Jersey

(2) Fort Devens, Massachusetts

(3) Fort Knox, Kentucky

(4) Fort Meade, Maryland

(5) Fort Lee, Virginia

(6) Fort Hamilton, New York*

(7) Indiantown Gap Military Reservation, Pennsylvania*

(8) Camp Drum, New York*

(9) Fort Belvoir, Virginia**

(10) Fort Eustis, Virginia

(*Does not have aerial survey capability. **Does not have alpha survey capability.)

c. In addition to the capabilities listed in paragraph 1, CBR teams also support the FUSA Nuclear, Biological, Chemical Accident Control Plans.

4. Army Area Chemical, Biological, Radiological Schools.

a. The Army Area Chemical, Biological, Radiological Schools are organized to train officers and enlisted men as unit CBR

personnel to assist unit commanders in CBR training or operational functions. They also provide specialized courses in CBR subjects.

b. An 80-hour CBR course qualifies the graduate as a unit CBR officer or noncommissioned officer. The following installations operate Army Area CBR Schools, conducting courses, ranging in length from 3 to 108 hours for the Active Army and Reserve Components:

(1) Fort Devens, Massachusetts

(2) Fort Dix, New Jersey

(3) Fort Meade, Maryland

(4) Fort Eustis, Virginia

(5) Fort Knox, Kentucky

(6) Camp Drum, New York (Annual Training, AT, only)

5. Chemical, Biological, Radiological Elements (CBRE)

a. The Chemical, Biological and Radiological Element (CBRE) is organized to collect, evaluate, and disseminate data resulting from enemy use of nuclear, chemical, and biological weapons.

b. HQ, FUSA, and each of the five subarea commands organize and maintain a Chemical, Biological, and Radiological Element (CBRE).

c. The HQ, FUSA CBRE operates as a functional element of the FUSA Operations Center and is activated at DEFCON 3. The five subarea CBRE report NBC data to the FUSA CBRE where it is correlated, evaluated, and disseminated to other staff offices, CONARC, adjacent Armies, civil defense, and other Federal agencies. In accordance with NORAD Operations Order 303N-70, one subarea headquarters (Fort Knox) currently reports NBC data or NORAD Region 20, which is, in turn, reported to CONCNORAD.

d. The 82d Chemical Detachment (CBRC), attached to FUSA Support Element, is under the operational control of the NBC Division, DCSOT with the capability to staff and operate the FUSA CBRE.

6. Chemical, Biological Accident/Incident Control Plan.

a. Under CON Supplement 1 to AR 50-21, FUSA has been assigned the responsibility for chemical/biological accident or incident control to minimize the hazardous effects of an accident or incident.

b. The FUSA Chemical, Biological, Accident/Incident Control Plan (CBAICP) tasks the five FUSA subarea commanders with the responsibility for control of chemical, biological accidents/incidents within their areas of responsibility.

c. Each subarea commander is required to organize, equip, train, and maintain necessary CBAIC emergency forces to include a CBAIC officer, an On-Scene Commander (a general officer), a CBR team, an emergency medical unit, a military police/security team, a public information officer, a legal assistance officer, an engineer representative, a communications team, an intelligence representative, and a chaplain.

d. Each subarea commander is required to conduct a test exercise annually. CONARC requires FUSA to conduct this type of exercise during the second quarter of each CY.

7. Nuclear Capable Units (Tactical).

a. FUSA is responsible for the nuclear technical training of all nuclear capable units in the Army area (less those assigned to AMC and ARADCOM) (FUSA Reg 350-28).

b. Active Army nuclear capable units located in the FUSA area are:

(1) Atomic Demolition Munition (ADM). There are seven ADM platoons located at Fort Belvoir.

(2) Special Atomic Demolition Munition (SADM) Emplacement Teams. The 10th Special Forces Group at Fort Devens maintains a capability to deploy eight primary and two alternate emplacement teams.

(3) Artillery. Organic to the 1st Squadron, 6th Armored Cavalry Regiment is one 155mm Howitzer Battery.

c. US Army Reserve units located in the FUSA area having a nuclear capability by TOE are:

Artillery.

(a) 115mm Howitzer. Nine firing batteries.

(b) 8" Howitzer. Nine firing batteries.

(c) Honest John. Fifteen firing batteries.

(d) AMD Platoon. Four firing batteries.

d. NBC Division, DCSOT, conducts Command Technical Inspections (CTI) (FUSA Reg 20-2) or Active Army units. Reserve Component nuclear capable units receive Technical Assistance Visits (TAV), Training Progress Evaluations (TPE) or Command Technical Inspections (CTI) depending on the training level of the individual unit IAW FUSA Reg 20-2. Classes in nuclear mission training for all Army weapons are provided upon request.

e. This headquarters provides representatives to monitor the technical standarization inspections conducted by Field Command, Defense Atomic Support Agency, and the Technical Proficiency Inspections conducted by CONARC and DA.

8. Nuclear, Biological, Chemical Surety Board (NBC Surety Board).

a. The FUSA NBC Surety Board is established in accordance with FUSA Memo 15-1 (1 July 1968) and replaces the previously established Nuclear Surety Board. The NBC Surety Board formulates and develops the nuclear,biological, and chemical surety programs, standards and procedures and recommends policy in accordance with existing directives of DA and CONARC.

b. The FUSA Surety Board meets on the second Tuesday of each quarter and at such other times as any member or the chairman deems necessary. The Staff sections which provide standing members of the board are: DCSOT, DCSPER, DCSLOG, DCSI, DCSRF, and PM. Other staff elements provide assistance as required.

9. Radiological Control.

a. There are several thousand items in the Army supply system which contain radioactive materials/isotopes. Individually, with some exception, these items constitute a minor health hazard. Collectively, there is a high probability of a major health hazard to personnel handling or working in the vicinity of such items.

b. DA has placed considerable emphasis on radiation safety. This includes recording and controlling the precise location and radioactive intensities of items in use by Army units/activities. To accomplish these objectives, officers, warrant officers, enlisted men or civilians who have completed appropriate courses in radiation safety are appointed on orders as Radiological Protection Officers (RPO) at installations and units down to company/battery levels. Approved courses are conducted by the US Army Chemical Corps School, the Public Health Service and at Army Area CBR Schools to qualify personnel to handle/control items of specific radiation intensities. Radiological Protection Officer's duties are to:

(1) Maintain a current inventory of all radioactive materials at installations.

(2) Maintain a roster of unit radiation safety personnel.

(3) Request disposition instructions for unserviceable, obsolete, or excess items.

(4) Insure that only qualified persons use radioactive materials.

(5) Insure that personnel dosimetry records are established and maintained.

c. At HQ, FUSA, radiological control is executed by an officer appointed as the Radiological Control Officer (RCO). This officer works closely with representatives of DCSLOG, utilizing data processing facilities to execute the functions of control and disposition of radioactive items. The RCO is responsible for the preparation of policy directives and the technical supervision of this program.

10. Atomic Energy Officer Program.

a. AR 614-131 designates six positions within the NBC Division, DCSOT, as supporting atomic energy positions. These positions are authorized TDA positions which involve research and development, operations, logistics, training, or some other function in the atomic energy field.

b. All DCSOT supporting positions are filled with qualified officers to date. Two incumbents meet the program eligibility criteria of the seven NBC Division officers assigned. The following actions have been initiated:

(1) Requisition program members when appropriate vacancies occur.

(2) Acquaint incumbent and other qualified officer personnel with program details for individual application.

11. FUSA Escort Guard Functions.

a. As required by CON Reg 10-4, this headquarters provides courier officers and security guards, as requested by consignors (usually the US Army Materiel Command) to escort shipments of nuclear trainers, nuclear, and non-nuclear weapons components and selected ammunition, which originate within the FUSA area. The US Army Materiel Command provides couriers and guards to escort shipments of nuclear or chemical/biological weapons.

b. FUSA Reg 55-9, 15 June 1970, provides guidance and assigns responsibilities for the security and support of the type of weapons/ munitions shipments enumerated above.

c. To accomplish the FUSA function of escorting weapons/munitions shipments, the Commanding Generals of Forts Devens, Dix, and the Commanding Officer of Fort Meade are each required to maintain pools of 15 officers/warrant officers and 40 enlisted personnel who are trained and qualified to perform the duties of courier officers and escort guards.

APPENDIX III - NATIONAL MATCH DIRECTOR-DCSOT

1. The National Match Director, one space, is responsible to the DCSOT for planning, supervising and providing support for the National Matches at Camp Perry, Ohio.

2. In 1903 the Secretary of War authorized the establishment of the National Board for the Promotion of Rifle Practices (NBPRP) and a series of rifle matches, including the National Matches, to be conducted under its supervision. The National Defense Act of 1916 extended participation in the National Matches to include civilians and the ROTC in addition to the active Armed Forces and the National Guard. Current statutory authority for the matches is contained in Section 4307 through 4313, Title 10 and 32, US Code.

3. For budgetary and manpower reasons, the Secretary of the Army withdrew military support to the National Matches during calendar years 1968 through 1971. Withdrawal of this support was not intended to prejudice the conduct nor the continuation of these matches.

4. The National Rifle Association (NRA) conducted the National Matches from 1968 through 1971 for both civilian and military competitors. The NRA will also conduct the 1972 National Matches. Participation in the 1972 National Matches by the active and Reserve military forces and the ROTC is authorized.

5. Based on a 1 September 1971 recommendation by the Director of Military Support, DA, for renewal of military support to the National Matches, comments and recommendations were solicited from CONARC by DA. On 8 October 1971, in reply to a similar CONARC request, this headquarters recommended that approximately 225 Reserve Forces personnel provide minimal military support to the 1972 National Matches. The Chief of Staff, US Army, approved the FUSA recommendation on 22 February 1972. This support requirement will be acted upon in coordination with Deputy Chief of Staff, Reserve Forces, this headquarters; the Director of Civilian Marksmanship, DA; the National Rifle Association; and Office, Chief Army Reserve, DA. Where possible, support will be provided by USAR units on annual training. Necessary manday spaces for nonunit personnel have been included in the FY 73 budget request.

6. CONUSA act as the planner of the Support of the National Matches. This mission is generated as a result of the location for the Matches, i.e., Camp Perry, Ohio. It is unique only to the Army area in which the match is conducted. This function should remain at the Area Command level, because of Reserve participation.

7. No function is required of or done for the installation.

8. Mutual Support Planning is accomplished for CONARC and an after-action report rendered.

9. DA requirement is stated by CONARC and is the same as paragraph 8.

Tab
A - CONUSA Functions Survey Form

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE _____
DIVISION ROTC
BRANCH National Match Director
SECTION _____

DATE OF INTERVIEW 19 April 1972

FUNCTIONAL AREA (S) National Match Director

NAME OF INDIVIDUAL CONTACTED Mr. Brown

PHONE # _____

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
National Match Support Plan for 1972 National Matches	None	x		National Match	CON Reg 10-4 CON REG 622-2	X		X	Plan prepared by HQ FUSA

P-III-A

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
Implement Support for National Matches	X						X	X	X	

CONUSA Survey (cont)

(r) CONARC Disposition
Not Applicable

Survey

Disposition

P-III-A-3

Survey

Disposition

APPENDIX IV - TRAINING SUPPORT BRANCH

1. The Training Support Branch, Training Division, DCSOT, is responsible for training facilities and training aids. The training facilities functions are concerned with the overall capability of FUSA to provide suitable training areas, ranges and other real estate needed to meet training requirements of Active Army and Reserve Components units. Three individuals are authorized, recognized, and assigned to this function.

2. The Training Aids Center system has an authorized and recognized requirement for three spaces and is currently filled by two individuals. The budget recognizes that 76% of the funds are allocated to service schools (3.2 million dollars), Reserve Components 10%, Active Army 10%, and ROTC 5%, of the remaining 1.0 million dollars.

3. The FUSA Training Aids Center System consists of a Training Aids Management Office operating under the Staff supervision of DCSOT, nine major production centers, and four distribution points. The major centers fabricate and distribute aids while the distribution points merely distribute to using units. Administrative and operational control of the centers has been delegated to installation commanders except in the case of the two located on Class II installations where control has been delegated to the Commanding Generals of the US Army Ordnance Center and School and the US Army Signal Center and School.

4. Production centers (C) and distribution points (D) are located at the following installations:

a. Aberdeen Proving Ground (C)

b. Fort Belvoir (C)

c. Fort Devens (C)

d. Fort Dix (C)

e. Camp Drum (D)

f. Fort Eustis (C)

g. Camp A. P. Hill (D) (Summer Tng Spt only)

h. Indiantown Gap Military Reservation (D)

i. Fort Knox (C)

j. Fort Lee (C)

k. Fort George G. Meade (C)

l. Fort Monmouth (C)

m. Camp Pickett (D) (Summer Tng Spt only)

5. Installation Capacities and Training Facilities.

a. Fort Belvoir, Virginia. 9,234 acres. Barracks capacity 12,682. Range firing on Post is restricted to pistol. All other firing, including Basic Officers Classes is conducted at Camp A. P. Hill about 60 miles south. Excellent specialist type training facilities are available for their Engineer mission-oriented training. Field training is conducted at the inactive installation of Camp A. P. Hill.

b. Carlisle Barracks, Pennsylvania. 440 acres. Barracks capacity 437.

c. Fort Devens, Massachusetts. 10,104 acres. Barracks capacity 15,066. Former home of the 196th Light Infantry Brigade and present home of the 10th Special Forces Group. Has adequate small arms light infantry weapons ranges but limited training areas. The 10th Special Forces conducts most of its training off-post at Camp Drum, New York, and White Mountain National Forest, New Hampshire.

d. Fort Dix, New Jersey. 32,593 acres. Barracks capacity 27,401. This training center has all required ranger and training areas to conduct BCT, AIT-Infantry, and Combat Support Training (CST). Artillery can be fired. New CST classrooms are required and included in the FY 75 MCA Program.

e. Camp Drum, New York. 107,265 acres. Barracks capacity 15,423. Over 100,000 Reserve Component personnel train there annually. Has all required training facilities for an Infantry or Armored Division except Trainfire ranges. KD ranges are avialable.

f. Camp Edwards, Massachusetts. 10,689. (Under permit from USAR). Barracks capacity 1,980. An inactive subinstallation of Fort Devens located adjacent to Otis AFB on Cape Cod. Leased by Department of Air Force from State of Massachusetts. Used primarily for weekend training of Reserve Components. Has artillery and infantry weapons capability. No tank ranges.

g. Fort Eustis, Virginia. 8,144 acres. Barracks capacity 13,920. Limited range facilities include KD, 25 meter, rifle, pistol, combat position firing, 10 and 25 meter M60 MG, practice M79 Grenade Launcher. Annual qualification of TOE units is conducted on Trainfire range complex. Limited artillery firing can be conducted by 105mm and 155mm Howitzer. Used by infantry units of Reserve Components for annual training (AT) as well as by Active Army from Forts Belvoir, Eustis, Lee, Meade, Myer, and Story. Also used intermittently by Marines, Navy, and various CDC and AMC agencies. Reserve Component Division usually train infantry at Camp A. P. Hill and their artillery and armor at Camp Pickett. $3,042,000 was appropriated in the FY 1968 MCA Program for construction of training facilities and Active Army support facilities. Construction was completed 31 December 1969 with exception of float bridge training area that has been curtailed because of the destruction of Miller Dam by hurricane Camille in August 1969.

j. Fort Holabird, Maryland. 305 acres. Barracks capacity 1,897. Holabird uses range facilities at Fort Meade,

k. Indiantown Gap Military Reservation, Pennsylvania. 18,490 acres. Barracks capacity 14,404. Leased from State of Pennsylvania, on long term lease. Has two Trainfire I range complexes and other

Infantry type training facilities. Artillery can be fired there. Excellent facilities for ROTC training and is the site for the FUSA ROTC summer camp. Home of the State Adjutant General, Commonwealth of Pennsylvania.

l. Fort Knox, Kentucky. 110,351 acres. Barracks capacity 30,606. Excellent training facilities of all types for all combat arms. While Fort Knox is a large installation, its extensive ranges, impact areas, and cantonment area, plus the limited accessibility of some areas leaves little excess space. New training center AIT-Armor-Recon classrooms were constructed in 1971.

m. Fort Lee, Virginia. 5,754 acres. Barracks capacity 16,773. Range facilities are limited to KD firing with M-16 rifle and pistols. Has excellent specialist type training facilities, particularly their POL instructional area. Uses subinstallations of Camps A.P. Hill and Pickett for marksmanship and tactical training.

n. Fort George G. Meade, Maryland. 13,539 acres. Barracks capacity 23,224. Has limited range facilities, including Trainfire KD rifle and pistol, 10-25 meter MG and 25-meter moving target range for tank subcaliber Table I, II, and III firing. Combat arms units train at Camps Pickett and Hill. Sixth Cavalry Regiment main tank gun firing is conducted at Camp Pickett and/or Camp Drum. No airspace authorization for mortar or artillery indirect fire weapons.

o. Fort Monroe, Virginia. 1,493 acres. Barracks capacity 1,579. Has pistol range and small bore indoor range.

p. Camp Pickett, Virginia. 45,198 acres. Barracks capacity 31,575. Has Trainfire complex, tank ranges, and a good artillery impact area. Because of the size of the rank gun danger area, artillery OP are limited when tank guns are firing. Tank trails and tactical training areas are good, although somewhat limited in area. Subinstallation of Fort Lee, Virginia.

q. Fort Story, Virginia. 1,433 acres. Barracks capacity 2,427. No ranges. Excellent beaches for boat training . Subinstallation for Fort Eustis, Virginia. Provides training area and facilities for LARC and BARC boat units. Has excellent beaches for Logistic-over-the-Shore (LOTS) training operations.

6. Management of Training Aids Center System is considered an area support mission. The centers should be located as close as possible to the supported units. It would, therefore, be ideally an assigned function of the Area Command.

7. No specific actions are required by HQ DA.

Tabs
A - CONUSA Survey Reports Collection Form
B - CONUSA Functions Survey Form

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSOT
DIVISION Training
BRANCH Training Support Branch
SECTION

DATE OF INTERVIEW 18 April 1972

FUNCTIONAL AREA(S) Facilities and Training Aids

NAME OF INDIVIDUAL CONTACTED Mr. E. W. Kraftschik

PHONE # 677-2128

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. Training Aids Center Report	AHABC-44	X		Training Aids Centers	FUSA supplement to AR 71-7	Yes	No	Yes	Report originated by this & cont oper cost fig pertinent to the FUSA Training Aid Center. CONARC does not receive this report. *Report initiated and format* designed by this HQ.
2. Training & Support Facilities at Installations within CONUS	ATOPS-75 (R-1)	X		DPT SEC	CON Reg 350-3, 1 Dec 70	Yes	Yes	No	

P-IV-A

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSOT
DIVISION Training
BRANCH Training Support Branch
SECTION

DATE OF INTERVIEW 18 April 1972

FUNCTIONAL AREA(S) Facilities and Training Aids

NAME OF INDIVIDUAL CONTACTED Mr. E. W. Kraftschik

PHONE # 677-2128

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. Training Aids Center Report	AHABC-44	X		Training Aids Centers	FUSA supplement to AR 71-7	Yes	No	Yes	Report originated by this & cont oper cost fig pertinent to the FUSA Training Aid Center. CONARC does not receive this report. Report initiated and format designed by this HQ.
2. Training & Support Facilities at Installations within CONUS	ATOPS-75 (R-1)	X		OPT SEC	CON Reg 350-3, 1 Dec 70	Yes	Yes	No	

P-IV-A

CONUSA SURVEY FORM

FUNCTIONAL AREA Training Support Branch

POINT OF CONTACT E. W. Kraftschik

NAME OF OFFICE Training Div. DCSOT

TELEPHONE 2128/3759

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Coordinates the determination of requirements and the development of training areas and facilities for the Active Army, AT of the Reserve Components and summer camp of the ROTC	A,B,D,E,F, G	1,2	3	1.44	3	Coordinates with Force Headquarters
Recommends priorities and/or approval relating to mil construction and Mand R projects in which DCSOT has entered.	B,C,D,E,F	1,2,3,4		.16	4	
Coordinates utilization of Tng Fac.	A,B	1,2		.08	3	
Makes recommendations on range	A,B,D,F	2		.16	3	

CONUSA SURVEY FORM

FUNCTIONAL AREA Training Support Branch

POINT OF CONTACT E. W. Kraftschik

NAME OF OFFICE Training Div. DCSOT

TELEPHONE 2128/3759

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Directs and controls the First Army Training Aid Center System	A,B,C,D,E,F,G	1,2,3,4	.3	3.0	2	One space not filled. Applicants being screened.
Maintains 1A Pamphlet 210-1, First Army Installation Guide	A,B,C,D,E,F	1,2		.08	2	
Monitors requirements for airspace restrictions at First Army Installations				.08	2	

APPENDIX V - PROGRAM MANAGEMENT BRANCH, DCSOT

1. There are four individuals in the branch who perform varying degrees of the assigned functions. Most of the workload is performed in maintaining financial reports, maintenance of records report, and program documents.

2. The branch supervises funds in Program 2 pertaining to Operating Forces, US Army Training Exercises, and Rifle and Pistol Matches, and LOGEX.

3. Program 8 for Recruit Training, Specialized Training, Junior ROTC Activities, Senior ROTC Activities, Student TDY Specialized Training, and Training Aids.

4. Lastly, it supervises Budget Program 3300 for Senior ROTC.

5. This office does not generate reports nor does it request reports from installations. As it operates at CONUSA, the PM Branch monitors, analyzes, and prepares input to the Command Operating Budget at the request of the DCSCOMPT only.

6. DCSOT Staff Supervised Funds - FY 72

Code	Activity	Program
Primary Program 2		
20200.0	Operating Forces	12,319,400
203497.0	US Army Training Exercises and Rifle and Pistol Matches	1,314,900
208011.0	LOGEX	48,200
Primary Program 8		
811111.0	Recruit Training	7,729,200
811112.0	Specialized Training	46,619,600
811123.0	Junior ROTC Activities	487,700
811125.0	Senior ROTC Activities	6,699,400
818097.1	Student TDY Specialized Training	1,035,300
818097.2	Training Aids	5,014,200
Budget Program 3300		
3300	Senior ROTC	5,679,900

Source

FY 72 FUSA Budget Execution Review (BER), 1 December 1971

No functions are performed for DA, CONARC, or installation.

Tab
A - CONUSA Functions
Survey Form

CONUSA SURVEY FORM

FUNCTIONAL AREA Management Office

NAME OF OFFICE DCSOT

POINT OF CONTACT Mr Britts

TELEPHONE 2638/5929

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Advises, assists and prepares reports on programming budgeting, review, and analysis, management and organization	A,B,C	2	4*	4**		* Total of 4 employees is authorized for performing work in varying degrees of the listed subfunctions during the course of the year.
2. Develops policies and procedures, prepares and coordinates the DCSOT portion of the command operating program, command operating budget and other financial reports, maintains records, reports, program documents and related correspondence.	A,B,C	4*	4**			** These 4 employees perform work in varying degrees of the listed subfunctions during the course of the year.

P-V-A

CONUSA SURVEY FORM

FUNCTIONAL AREA Management Office

POINT OF CONTACT Mr Britts

NAME OF OFFICE DCSOT

TELEPHONE 2638/5929

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
3. Monitors the execution of program and budget activities for DCSOT, maintains funding and performance data and reports thereon.	A,B,C	2	4*	4**		For * and ** see explanation on page 1
4. Prepares the quarterly review and analysis briefing on the Command Operating Program and represents DCSOT on the Program Budget Advisory Working Committee	A,B,C	2	4*	4**		
5. Coordinates office actions relating to mission, organization and functions, manpower staffing utilization. Monitors management improvement activities.	A,B,C	2	4*	4**		

632

CONUSA SURVEY FORM

FUNCTIONAL AREA Management Office

POINT OF CONTACT Mr Britts

NAME OF OFFICE DCSOT

TELEPHONE 2638/5929

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Reviews Army Audit Agency and General Accounting Office Audits and surveys and reviews inspection reports.						
6. Supervises the Civilian Awards Program within DCSOT	A, B	2	4*	4**		For * and ** see explanation on page 1
7. Office of Record		2	4*	4**		

P-V-A-3

FIRST US ARMY - BUDGET AND FINANCE

Table of Contents

		Page
PART III, Team 3 Summary		1
ANNEX A - BUDGET		A
Appendix I	- Headquarters Activity Branch	A-I
Tab A	- Instructions for Completion of CONUSA Reports Collection Form	A-I-A
B	- Guidance and Submission Flow	A-I-B
C	- CONUSA Survey Form	A-I-C
Appendix II	- Estimates and Funds Branch	A-II
Tab A	- Reports Collection Form	A-II-A
B	- Guidance and Submission Flow	A-II-B
C	- CONUSA Survey Form	A-II-C
Appendix III	- Budget Management Branch	A-III
Tab A	- Reports Collection Form	A-III-A
B	- Guidance and Submission Flow	A-III-B
C	- CONUSA Survey Form	A-III-C
Appendix IV	- Budget Management - Deputy Chief of Staff Reserve Forces	A-IV
Tab A	- Recurring Reports	A-IV-A
B	- Guidance and Submission Flow	A-IV-B
C	- Reports/Information Flow	A-IV-C
Appendix V	- Family Housing Program and Budgeting	A-V
Tab A	- Reports Collection Form	A-V-A
B	- Submission and Guidance Flow	A-V-B
C	- CONUSA Survey Form	A-V-C
Appendix VI	- Other Budget Activities	A-VI
Tab A	- Requirements/Information Flow	A-VI-A
B	- CONUSA Survey Form	A-VI-B
ANNEX B - FINANCIAL ACCOUNTING AND REPORTING		B
Appendix I	- Accounting Policy and Procedures	B-I
Tab A	- Regulations - Accounting Policy and Procedures Branch	B-I-A
B	- CONUSA Survey Form	B-I-B
Appendix II	- Accounts Office Operation	B-II
Tab A	- Reports Collection Form	B-II-A
B	- Financial Accounting Reports	B-II-B
C	- CONUSA Survey Form	B-II-C

		Page
Appendix III	- Finance Services	B-III
Tab A	- FUSA Regulations and Circulars	B-III-A
B	- Reports Collection Form	B-III-B
C	- Reports of Survey	B-III-C
D	- CONUSA Survey Form	B-III-D
ANNEX C - HARDWARE		C
Appendix I	- ADPE Accountability & Operational Control	C-I
Tab A	- Inventory	C-I-A
B	- Burroughs B-3500 Configuration	C-I-B
Appendix II	- Burroughs B-3500 Utilization	C-II
Tab A	- Monthly Utilization Report	C-II-A
Appendix III	- Improvements in B-3500 Effective Usage	C-III
Appendix IV	- FUSA HQ ADP Applications	C-IV
Tab A	- Personnel Management	C-IV-A
B	- Financial Management	C-IV-B
C	- Logistical Management	C-IV-C
D	- Miscellaneous	C-IV-D
ANNEX D - COMMUNICATION		D
Appendix I	- Program Management Division	D-I
Tab A	- Organization Chart	D-I-A
Appendix II	- Systems - Engineering Division	D-II
Tab A	- Organization Chart	D-II-A
B	- Reports Collection Form	D-II-B
Appendix III	- Audio-Visual Division	D-III
Tab A	- Organization Chart	D-III-A
B	- Reports Collection Form	D-III-B
Appendix IV	- Plans and Operations Division	D-IV
Tab A	- Organization Chart	D-IV-A
B	- Organization/Manning Chart (Telecom)	D-IV-B
C	- Functional Chart (Telecommunication)	D-IV-C
D	- Staff Visit Chart	D-IV-D
E	- List of Supported Units	D-IV-E
F	- Automatic Digital Network	D-IV-F
G	- Flow Chart	D-IV-G
H	- Reports Collection Form	D-IV-H
Appendix V	- Traffic Analysis	D-V
Tab A	- Current Data System Form	D-V-A

		Page
ANNEX E - MISO-DPA OPERATIONS		E
Appendix I	- MISO/DPA ADP Support Relationships	E-I
Tab A	- CONUSA Survey Form	E-I-A
B	- Flow Chart	E-I-B
C	- Organization Chart (FUSA)	E-I-C
D	- Organization Chart (MISO)	E-I-D
E	- Organization Chart (DPA)	E-I-E
F	- Organization Chart (Telecommunications)	E-I-F
G	- Organization Chart (Provost Marshal)	E-I-G
Appendix II	- MISO/DPA ADP Input/Output Support Relationships	E-II
Tab A	- MISO/DPA ADP Input/Output Support Relationships	E-II-A
B	- FUSA B-3500 Applications	E-II-B
C	- CONARC and Army Standard Systems	E-II-C
D	- ADP Support to Higher and Lower Echelons	E-II-D
E	- Current Automated Systems, FUSA MISO/DPA ADP	E-II-E
F	- FUSA DPA B-3500 Monthly Utilization by System	E-II-F
G	- ADP Product Register	E-II-G
H	- Reports Collection Form	E-II-H
I	- Detail Listing of ADP Applications Supporting FUSA	E-II-I
ANNEX F - OTHER AREAS		F
Appendix I	- Office of the Comptroller	F-I
Tab A	- Organization Chart	F-I-A
Appendix II	- Internal Review	F-II
Tab A	- Report Collection Form	F-II-A
B	- Internal Review Survey Form	F-II-B
Appendix III	- Management	F-III
Tab A	- Reports Collection Form	F-III-A
Appendix IV	- Program and Analysis	F-IV
Tab A	- Report Collection Form	F-IV-A
B	- Program and Analysis Survey Form	F-IV-B

PART III - TEAM 3 SUMMARY

Methodology

1. Team 3 surveyed the following functional areas of Headquarters, First United States Army (FUSA):

Annex A - Budget
Annex B - Finance
Annex C - Hardware
Annex D - Communication
Annex E - Management Information Systems Office/ Data Processing Installations (MISO/DPI)
Annex F - Other Areas (Comptroller)

2. The survey was conducted by making onsite interviews with operating officials of the functional areas, by use of data collection forms relating to reports and responsibilities of the various offices, and by contacts with other functional areas to track related responsibilities in such areas. In addition, special emphasis was placed on relating FUSA functions to the findings contained in previously conducted installation surveys.

3. The team followed the organizational approach of surveying each staff element for which responsibility was assigned, i.e., Comptroller, Deputy Chief of Staff, Communications - Electronics, and Management Information Systems Office, analyzing all activities performed by such staff offices. In tracking functions performed by FUSA, visits were made to other staff offices to analyze Comptroller, Communication and MISO type functions performed by other offices. The detailed results of the survey are contained in the accompanying annexes and appendices.

Summarization

A synopsis of the findings by functional area is presented below.

a. Budget (Annex A).

(1) The Budget Division, Deputy Chief of Staff Comptroller, performs a management function in the budgetary process. Upon receipt of CONARC guidance this division, based upon recommendations of the Program Directors and known requirements, provides information to the Program & Analysis Division, DCSCOMPT for preparation of the Command Operating Program which is provided to all Class I installations. Installations prepare and submit Command Operating Budgets, based upon guidance contained in the Command Operating Program. This input is reviewed, analyzed, adjusted and consolidated by the Budget Division; a Command Operating Budget is then prepared for the FUSA. All follow-up submissions (Annual Operating Budget, Financial Management Reports and Budget Execution Reviews) are processed in much the same manner. The division monitors and maintains cost data by primary budget program and by installation. The division maintains close coordination with the Program Directors of HQ, FUSA to ensure effective fund utilization and management.

(2) The Deputy Chief of Staff, Reserve Affairs (DCSREF) is the Program Director for Program 5 (Reserve Forces). As such he is responsible for programing all Program 5 funds allotted FUSA. He recommends budgetary funds distribution for the Program to the DCSCOMPT and initiates action for necessary adjustments of funds between installations based on priorities. The DCSREF reviews fund utilization and also maintains coordination with 16 Major USAR Commands, 6 US Army Advisor Groups-Army Reserve, 16 US Army Advisor Groups-National Guard, covering TDY support requirements and 16 State Adjutants General for Command Post Exercise funding requirements.

(3) The Family Housing Division, Deputy Chief of Staff, Logistics (DCSLOG) exercises staff supervision over the centralized management of family housing (Budget Programs 1800 and 1900). The Division Chief performs as major activity director for Program Budget development and Review and Analysis of the Family Housing Management Account (FHMA) and develops and monitors distribution of funds, costs, floors, targets and limitations.

(4) Program Directors of the other staff offices of HQ, FUSA serve in a management capacity and advise the DCSCOMPT on requirements and distribution of funds. They monitor fund usage by installations and activities and advise on fund adjustment when appropriate.

(5) Potential Savings.

(a) The Budget Division, DCSCOMPT, duties are primarily management type and the function should be relocated to both Force and Doctrine and Training Command. A potential savings is anticipated when considering all Continental US Army (CONUSA).

(b) The Budget and Program Division, Deputy Chief of Staff, Reserve Forces performs an operational and management function. Recommend these functions be placed in the Area Command Comptroller Office. No potential savings can be identified.

(c) The Family Housing Division, DCSLOG performs a management function, primarily. This function should be relocated to both Force and Doctrine and Training Command. A potential savings in supervisory personnel is anticipated.

(d) Budgetary functions performed by the Program Directors not covered above are managerial in nature. Functions should be relocated to both Force and Doctrine and Training Command. A potential savings is anticipated from this relocation.

b. Financial Accounting and Reporting (Annex B).

(1) The Finance and Accounting Division, DCSCOMPT, performs three major functions as follows:

(a) Provides policy and procedural guidance and assistance to subordinate Class I Installations with respect to operation and administration of financial accounting systems and procedures.

(b) Provides accounting service for HQ, FUSA and performs the basic function of reconciling and consolidating installation accounting reports.

(c) Provides guidance and assistance to subordinate disbursing offices with respect to entitlements and disbursing activities. Also reviews and takes final action on Reports of Survey for Active Army and Reserve Components and administers the Quality Assurance Program and the Savings Bond Program.

(2) All of the above functions except Reports of Survey for Reserve Components should be performed at both FC and D&T for installations under their command. The Reports of Survey function for Reserve Components should be relocated to the Force Command. Proposed flow for these Reports of Survey is from units through ARCOM/GOCOM or State AG and Area Command to the Force Command. Under this concept the Area Command will not be the final approving authority and review can be accomplished by any designated staff element of the Area Command.

(3) Potential Savings. None of the above functions will be required at the Area Command. It is envisioned that the functions currently performed at four CONUSA will be absorbed by the two major commands after reorganization and that a savings will be realized.

c. Hardware (Annex C).

(1) Existing Situation. There are two computer systems at FUSA Headquarters. A Burroughs B 3500 at the MISO and a UNIVAC 418/DCT 9000 system at the Communications Center. The B3500 and the majority of the punchcard machines are centrally located, and provide essentially all of the ADP support for FUSA Headquarters. The B3500 is currently being utilized 54% of the time available for processing. Improvements in efficiency of operation are expected to take place in a few months and reduce the utilization to 45% of the time available for processing.

(2) After Reorganization. The majority of the ADP applications now being run on the B3500 should be executed at both Major Command HQ after reorganization. At least one B3500 at each major command HQ will be required. The ADP applications that will be essential to the mission of the Area Commands (e.g., Reserve applications) can either be converted to the IBM 360/30 at the host installation or be performed by the FC headquarters for the Area Command on a remote basis.

(3) Potential Savings. It is envisioned that the ADP functions now being performed at the four CONUSA will be absorbed by the two major commands after reorganization and that a savings will be realized.

d. Communications (Annex D).

(1) Existing Situation. The Deputy Chief of Staff, Communications-Electronics, is currently providing communication-electronics service to FUSA. It is unique in that this FUSA element and not the post is operating the Telecommunication Center (TCC). This operational approach is based on the fact that the FUSA is the biggest TCC Customer and that effective distribution of messages can best be achieved by having the DCSC-E perform this function.

(2) After the reorganization, the operation of the TCC should remain at the Area Command and not the post level.

(a) This function is operational in nature and must continue to be performed regardless of the reorganization. A saving in this area is not anticipated.

(b) This function will be required by the Area Command and the transition from CONUSA to Area Command will be easily accomplished.

e. MISO-DPA (Annex E).

(1) FUSA Management Systems Office.

(a) Mission. The HQ, FUSA Management Information Systems Office (MISO) has the mission to advise the Army Commander and his staff on Management Information Systems; to plan, direct and implement automated FUSA Information and data systems and the FUSA portion of the Automated CONARC Command Echelon Standard Systems (ACCESS); (See Tab E, Appendix 1); to exercise operational control over the FUSA Headquarters Data Processing Activities (DPA); to serve as the command contact point for automatic data processing programs, systems, and projects, including automatic data systems and to serve as coordinator for the Automatic Data Processing Civilian Career Program.

(b) Organization. The MISO is organized into three functional areas. They are: Office of the Chief, Plans & Resources Management, and Systems Management Division. The MISO is authorized 16 personnel.

(c) Equipment. The office of the MISO in its ADP management role of all FUSA Data Processing Installations (DPIs) and DPA does not physically have or operate any ADPE but rather provides Army level management of all ADP resources.

(2) FUSA Data Processing Activity.

(a) Mission.

1. The Data Processing Activity is reflected as a separate paragraph on the TDA of the HQ, FUSA Support Element, but functions under the operational control of the Chief, Management Information Systems Office.

2. The mission of the DPA is to provide automatic data processing systems analysis and design, computer programing and automatic data processing/punchcard machine processing service, on a service center basis, to HQ, FUSA, including its requirements directed by higher Headquarters, in the Active Army and Reserve personnel, financial, logistical, manpower management and operations area. As agent of CONARC, under the centralized programing concept, designs, develops, maintains and provides data processing systems and programs to all other CONUSA for systems assigned.

(b) Organization. The DPA is organized into five functional areas. They are: Office of the Chief, Systems Division; Administrative Division; Production Management Division and Machine Operations Division. The DPA is authorized 123 personnel.

(c) Equipment. The FUSA DPA has the following major items of automatic data processing equipment (ADPE): One Burroughs 3500 Computer System, one 407 Tabulator.

(3) Impact analysis of FUSA DPA ADP Support

(a) Support Provided. FUSA Headquarters MISO/DPA Operations Systems. These systems support or provide input/output to Department of the Army, Major Commands (other than CONARC), CONARC, the FUSA Headquarters, another CONUSA and FUSA installations. In addition to the processing of data, the FUSA MISO/DPA provides systems support for CONARC standard systems and FUSA's standard systems in addition to its local systems.

(b) Impact on Reorganization.

1. The CONUSA ADP support relationship will have a major impact on the reorganization under the conditions that major turbulence is to be prevented and uninterrupted flow of data must continue during reorganization. Under current procedures for the processing of data in terms of consolidation, summarizing, development, implementation and operational support to both CONARC and installations, and input/output to DA especially in the Personnel, Manpower & Logistics areas, the CONUSA is an important element in the flow of automated data.

2. Any reduction or elimination of ADP capability at the CONUSA level during the phasing period, without corresponding support being provided at another level will cause turbulence, interrupt flow of automated data and thereby degrade the mission support of the Department of the Army, the two new Major Commands and the installations.

3. Upon completion of the reorganization, however, it is anticipated that a savings can be accomplished by consolidation of CONUSA ADP functions at FC and D&T with a corresponding reduction in ADP hardware and personnel requirements.

f. Other Areas (Annex F).

(1) Other areas surveyed by Team 3 covered portions of the Office of the Comptroller (DCSCOMPT) which were not included in the installation surveys. A summary of such activities is contained in the following subparagraphs.

(2) Office of the Comptroller. This portion of the study analyzed the immediate Office of the Comptroller and covered his supervisory and advisory functions. The Comptroller serves as the principal management and financial advisor to the CG, FUSA and supervises the operations of the organizational elements of his office.

(3) Internal Review. The Internal Review function of DCSCOMPT serves in a staff capacity. Primary functions are staff supervision of the command internal review/nonappropriated fund audit program and development of command replies to Army Audit Agency and General Accounting Office reports. The latter function includes an analysis of corrective action taken by installations with respect to such reports.

(4) Management. The Management Division, DCSCOMPT, is a staff function exercising supervision over the following programs:

(a) Work Measurement.

(b) Work Simplification and Management Improvement.

(c) Comptroller Civilian and Officer Career Programs.

(d) Base Closures.

(e) Management Studies.

(5) Program and Analysis. The Program and Analysis Division, DCSCOMPT, prepares the Operating Program Review, develops the Command Operating Program and manages the reports control function for FUSA.

(6) Potential Savings.

(a) It is anticipated that a Comptroller function will be required at the Area Command, but in a significantly reduced capacity. Thus there will continue to be an immediate office (Comptroller, secretary, etc.) however, a savings is expected in this area.

(b) The Internal Review Program, being staff in nature, may be required by the Area Command, however, the residual function can be consolidated with the Management Division. The primary internal review function performed by FUSA should be relocated at FC and D&T. A savings is anticipated in this area.

(c) The management functions are staff in nature. A small Management Division may be required in the Area Command with the bulk of functions transferred to FC and D&T resulting in a savings.

(d) The current FUSA Program and Analysis function should be transferred to FC and D&T. Any requirement for this type of function at the Area Command should be performed by the Budget and Program Division. A savings is expected in this area.

ANNEX A - BUDGET

1. The Budget and Finance Team surveyed Deputy Chief of Staff, Comptroller and related functions. This Annex is restricted to the budgetary and funding processes; Finance and Accounting procedures are at Annex B and other related Comptroller functions are explained at Annex F.

2. The Budget Division, Deputy Chief of Staff, Comptroller (DCSCOMPT) consists of these branches; Headquarters Activities, Estimates and Funding, and Budget Management. Functions of these branches are shown at Appendix I thru III.

3. The Chief of the Budget Division is delegated the authority by DCSCOMPT for the administrative control of all appropriations for which the CG, FUSA is responsible under the provisions of AR 37-20. As Chief of the division he supervises and coordinates staff activities of the division pertaining to budget planning, budget management, and budget execution. He is responsible for developing plans and program objectives to implement the budgeting activity of the command's management system. In addition, he serves as chairman of Working Program Budget Advisory Committee (PBAC).

4. The Office of the Chief is authorized three personnel: Chief of Budget Division (GS-14), Budget Officer (Major), and a Secretary Stenographer (GS-5). The military space authorized has been vacant since September 1970. The space, when filled, has been utilized to train military personnel in budget preparation, budget management, and fund control at major headquarters level. The Secretary Stenographer renders secretarial services to all personnel of the Budget Division.

5. The Headquarters Activities Branch of the Budget Division develops requirements for operation of the HQ, FUSA. Other functions include: preparation and justification of unfinanced items for those requirements not covered by funds, coordination with all staff sections on headquarters activities, and issuance of funding to Class II Installations, Advisor Groups, and USAR units as required. The budgetary process employed by this branch are the same as those employed at installation level, e.g., the branch submits a Command Operating Budget, Budget Execution Review, Prior Year Report and Financial Management Reports. Appendix 1 provides detail and functions performed by this Branch.

6. The Estimates and Funding Branch participates in the preparation of Command Operating Budget, Budget Execution Review, Financial Management Reports, receipt and distribution of an approved operating budget and related suballocations of over $454 million and a Military Expense Program of approximately $472 million to 19 Class I installations and activities in the 15 state area composing FUSA. Appendix 2 provides detail on functions performed by this Branch.

7

7. The Budget Management Branch plans and develops policies and procedures for operation of the command budgetary system. The branch consolidates the Command Operating Budgets, Budget Execution Reviews and Prior Year Reports submitted by the installations and prepares like reports for FUSA for submission to CONARC. This branch exercises command supervision over preparation of the Army Stock Fund Reapportionment Requests and Budget Estimates, MidYear Review, and Revised Budget and Initial Apportionment Request. Additional detailed description of work performed and responsibilities are at Appendix III.

8. The Deputy Chief of Staff Reserve Forces (DCSRF) plays a major role in the budgetary process. The Program and Budget Division prepares and coordinates all budgetary matters related to the Reserve Component appropriations, consisting of Primary Program 5 and Budget Programs 3100, 3200 and 3700. The Division reviews Operating Budgets submitted by subordinate installations and activities as they pertain to Program 5 and makes recommendations in the allotment of these funds. Detailed description of duties performed by the Program and Budget Division, DCSRF is at Appendix IV.

9. The Family Housing Division, Deputy Chief of Staff Logistics (DCSLOG) has a major budgetary function in that the Chief of the Division performs as major activity director for Program and Budget Development and Review and Analysis of the Family Housing Management Account (FHMA) Budget Program 1900. He develops and monitors distribution of funds, costs, floors, targets, and limitations. Detailed description of duties and responsibilities is at Appendix V.

10. The Deputy Chiefs of Staff, Personnel, Operations and Training, Logistics, and Communications-Electronics play a minor role in the budgetary process. Detail on budgetary functions are consolidated at Appendix VI.

Appendices

I - HQ Activity Branch
II - Estimates & Fund Branch
III - Budget Management Branch
IV - Budget Management - Deputy CofS Reserve Forces
V - Family Housing Program & Budgeting
VI - Other Budget Activities

APPENDIX I - HEADQUARTERS ACTIVITY BRANCH

1. The Headquarters Activity Branch, Budget Division, Deputy Chief of Staff, Comptroller, budgets for and administers the funding program for HQ, FUSA. The primary function of the Branch is to develop requirements for operation of HQ, FUSA; however, additional functions include: preparation and justification of unfinanced items for those requirements not covered by funds, coordination with all staff sections in Headquarters activities, and issuance of funding to Class II Installations, Advisor Groups, and US Army Reserve Units (USAR) as required. The current program consists of three appropriations, two limitations, three sub-allotments and 15 reimbursements for total funds of $19,400,000.

2. This Branch employs the same procedures as a Class I Installation in the budget development process. Budget guidance is furnished the Branch by the Program Budget Advisory Committee, in coordination with the Comptroller. The Branch then furnishes guidance to program directors for use in preparing activity budget schedules. This guidance is channeled down through the major staff activity to subactivities, where funding requirements for the forthcoming fiscal year are formulated. Following the development of funding requirements, major activity/program directors submit activity budget schedules to the Headquarters Activity Branch for preparation of a Command Operating Budget (COB). The COB is forwarded to the Deputy Chief of Staff, Comptroller for inclusion in the COB for FUSA. Guidance and submission channels are depicted at Tab B.

3. In addition to the preparation of a COB, the Branch prepares a Budget Execution Review, Prior Year Report, Financial Management Report, and related miscellaneous reports. This Branch is the approving authority for use of overtime within the headquarters and certifying office for temporary duty travel orders for personnel assigned to HQ, FUSA. To accomplish the functions assigned, the Branch is authorized three personnel: A Budget Analyst (GS-11) who also serves as Branch Supervisor, a Budget Clerk (GS-5) and a Budget Clerk-Typist (GS-4).

Tabs
A - Instructions for Completion of CONUSA Reports Collection Form
B - Guidance and Submission Flow Channels
C - CONUSA Survey Form

9

Instructions for Completion of
CONUSA Reports Collection Form

1. Complete information in heading of form. List the name of the staff office down to the appropriate division, branch, or section level.

2. What functional (and sub-functional) areas is the staff office involved with? Enter the functional area(s) in the heading and explain in detail in the Remarks column when it is necessary.

3. This paragraph pertains to response to be entered on form which deals with reports which FUSA receives from the installation(s).

a. Enter title/name of report in column (a).

b. Enter RCS in column (b). If no RCS exists, place "NONE" in column (b).

c. Enter in column (c) the format in which the report is received at FUSA.

(1) If the report is typewritten or otherwise prepared by hand enter an "X" under m in column (c).

(2) If the report received at FUSA is a computer printout, punchcards, magnetic tape, etc, enter an "X" under a in column (c). Beneath the "X" entry, record the medium; for example, "punchcards."

d. Enter in column (d) where reports originate at the installation level. In other words, what office at installation level prepared the report?

e. What is the authority for the reports received at FUSA? Enter in column (e) the AR, CONARC Reg, FUSA, etc, which requires the report. (Explain linkage between AR and implementing CONARC/ FUSA regulations in column (i).)

f. Is the report a CONUSA unique? Enter a Yes or No in column (f) and explain in column (i).

g. Is the report a CONARC unique? Enter a Yes or No in column (g) and explain in column (i).

h. Does the CONUSA CG have the authority to change the report? Enter a Yes or No in column (h) and explain in column (i).

4. This paragraph pertains to responses dealing with the disposition of reports at the CONUSA.

a. Enter in column (j) how report is used at FUSA.

b. Enter in column (k) if report is forwarded from FUSA.

c. Enter in column (l) if report is used by FUSA as input for a CONUSA prepared report.

d. Enter in column (m) if report is retained solely at CONUSA.

e. If report is not retained solely at CONUSA, enter in column (n) where report is forwarded.

5. Column (o) requires two entries:

a. Enter the title and RCS, if appropriate, of each report furnished to the installation level.

b. Enter in the "initiated by" column whether this report is CONUSA initiated or if it originates at a higher headquarters.

6. Enter in column (p), "Personnel", how many individuals in the office, division, branch, or section are directly associated with processing the report at FUSA. The information entered in column (p) must reflect the required, authorized and the number actually employed.

7. The last column (q) of the form is titled "Remarks." For any area that needs further elaboration or where space is insufficient within the other columns, cross reference the appropriate column under "Remarks" and explain.

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE Comptroller
DIVISION Budget
BRANCH Headquarters Activity Branch
SECTION

DATE OF INTERVIEW April 18, 1972

FUNCTIONAL AREA(S) Budget

NAME OF INDIVIDUAL CONTACTED Mr. Tomkins

PHONE # 6426

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
Command Operating Budget	ATCOM 105		X	FUSA	DA	No	No	No	
Budget Execution Review	ATCOM 105		X	FUSA		No	No	No	
Prior Year Report	ATCOM 105		X	FUSA		No	No	No	
Financial Management Report	ATCOM 105		X	FUSA		No	No	No	

A-I-A-3

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
Fund Req	Consld	X		CONARC	N/A	N/A	3	3	3	Annual Report
Fund Status	Consld	X		CONARC	N/A	N/A	3	3	3	Annual Report
Fund Usage	Consld	X		CONARC	N/A	N/A	3	3	3	Annual Report
Fund Status	Consld	X	Furnished Major Staff	CONARC	N/A	N/A	3	3	3	Annual Report

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
Fund Req	Consld	X		CONARC	N/A	N/A	3	3	3	Annual Report
Fund Status	Consld	X		CONARC	N/A	N/A	3	3	3	Annual Report
Fund Usage	Consld	X		CONARC	N/A	N/A	3	3	3	Annual Report
Fund Status	Consld	X	Furnished Major Staf	CONARC	N/A	N/A	3	3	3	Annual Report

(r)

CONARC Disposition

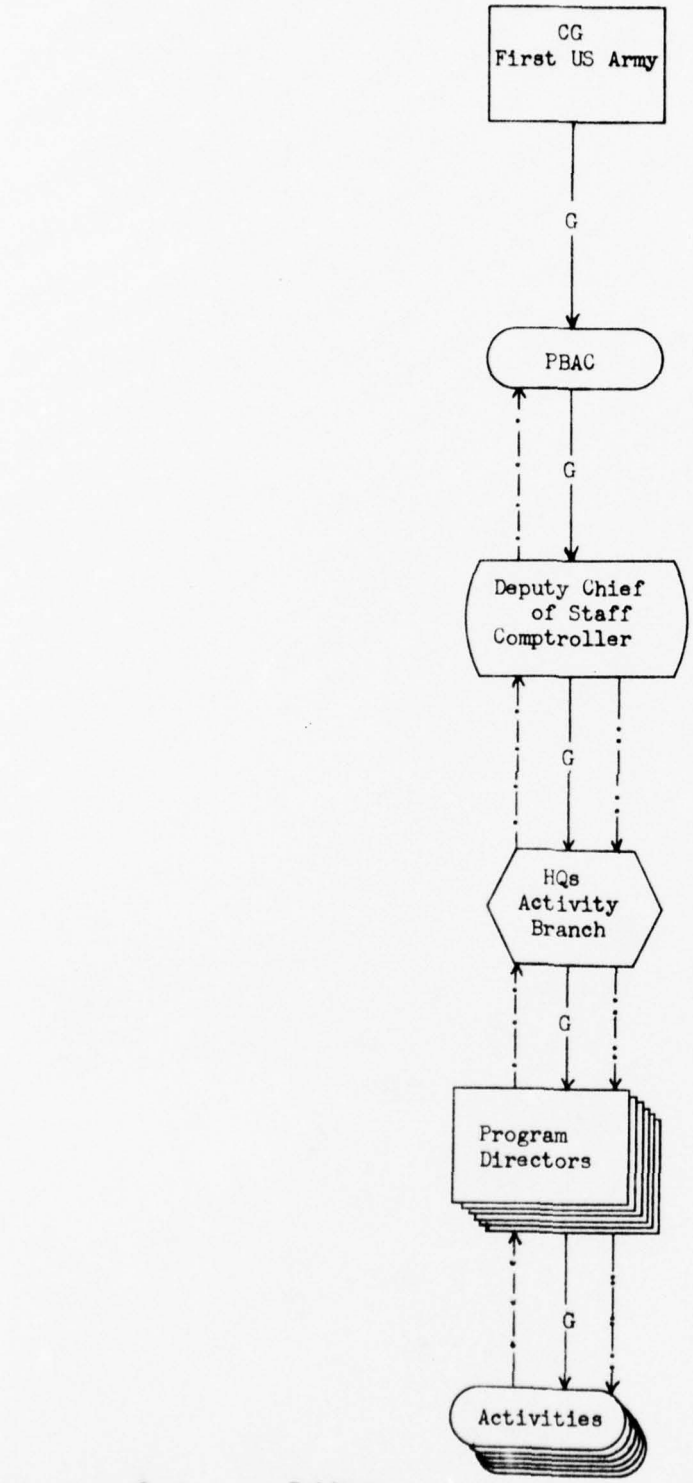
(1) Analyzed and consolidated into CONARC Budget for submission to DA

(2) Analyzed and consolidated into CONARC Budget for submission to DA

(3) Analyzed and consolidated into CONARC Budget for submission to DA

(4) Analyzed and consolidated into CONARC Budget for submission to DA

Existing Flow of Budget Data Within
Headquarters First US Army



CONUSA SURVEY FORM

INSTRUCTIONS

This form will identify functional areas and those subfunctions identified within each functional area. The purpose of such identification is to provide a means for determining what action is being taken at FUSA within each subfunction; the number of personnel authorized to perform the subfunction (if identifiable) the number actually utilized and what recommendations are made as to the disposition of the subfunction.

a. (Column a) Identify by name the subfunction.

b. (Column b) Identify by letter what action is taken at Army Headquarters on this subfunction. For the purpose of this portion of the report, use the following legend: A - Decision, B - Process, C - Consolidate, D - Issue Guidance, E - Establish Policy, F - Conduct Inspections, G - Conduct Staff Visits.

c. (Column c) Identify the level at which decisions are made relative to the subfunction. For the purpose of completing this column, use the following legend: 1 - Installation, 2 - CONUSA/Area Command, 3 - CONARC/New Major Command, 4 - Department of the Army.

d. (Column d) Where the number of personnel authorized within the TDA to perform this subfunction can be identified, that number should be shown. If the number for the subfunction cannot be broken out show the total authorized for the function and so indicate.

e. (Column e) Show the number of personnel actually utilized in the performance of the subfunction. Where necessary use fractions, i.e., if one person performs four subfunctions, show ¼ for each subfunction.

f. (Column f) Since a recommendation will have to be made concerning many functions and subfunctions, indicate the level at which decisions should be made. Use the same legend shown for Column c.

g. (Column g) Use the Remarks Column for any additional information or to clarify other entries.

CONUSA SURVEY FORM

FUNCTIONAL AREA Budget

POINT OF CONTACT Mr. Tomkins

NAME OF OFFICE Headquarters Activity Branch

TELEPHONE 6426

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Headquarters Activity Branch	A, B, C, D	2	3	3	3	This Branch is involved in Programing and Budgeting for the Army Headquarters operation only.

A-I-C-2

APPENDIX II - ESTIMATES AND FUNDS BRANCH

1. The Estimates and Funds Branch participates in the preparation of the Command Operating Budget, Budget Execution Review, and Financial Management Reports for FUSA. This Branch is the "nerve" center of the Budget Division in that it is responsible for the receipt and distribution of the Approved Operating Budget (AOB), and related suballocations, amounting to over $454 million annually and a Military Expense Program of approximately $472 million to 19 Class I installations and activities in the 15 state area comprising FUSA.

2. The Branch reviews the installations' operating budgets and recommended annual operating budgets received from Program/Activity Directors and reviews all requests for adjustments to these budgets. They implement Financial Management Report directives and review all installation Financial Management Reports prior to forwarding to the Program Directors. Interim adjustments may be made to installations' annual operating budget by this Branch at the recommendation of the Program Director from undistributed reserves maintained by the Branch. The Branch has the responsibility of reviewing installation Budget Execution Reviews (BERs) and preparing the Commander's Narrative Analysis for Operations and Maintenance-Army (OMA) appropriation, highlighting problem areas in each of the budget programs and base operations areas.

3. The Estimates and Funds Branch is authorized one Supervisory Budget Analyst (GS-12), and five Budget Analysts (GS-11). The budget analysts are assigned workloads by budget program and, as far as possible, by installations using such budget programs as their carrier program. Each analyst is responsible for monitoring his assigned budget program on a command-wide basis for all stations (vertical basis) and assigned installations for all programs (horizontal basis).

Tabs
A - Reports Collection Form
B - Guidance & Submission Flow
C - CONUSA Survey Form

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE Comptroller
DIVISION Budget
BRANCH Estimates and Funding
SECTION N/A

DATE OF INTERVIEW April 17, 1972

FUNCTIONAL AREA(S)

NAME OF INDIVIDUAL CONTACTED Mr. Tomkins

PHONE # 6426

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA Yes	(f) CONUSA No	(g) CONARC Yes	(g) CONARC No	(h) Change Yes	(h) Change No	(i) Explanation
(1)	Command Operating Budget	ATCOM-105	X	X	Cl I & II Instl	CON Reg 11-2				X		X	Report must be changed by
	Budget Execution Review		X	X						X		X	" " " " " " "
	Prior Year Report			X						X		X	" " " " " " "
(2)	Financial Management Report	ATCOM 156	X		Cl I & II Instl	CON Ltr				X		X	Report must be changed by DA
(3)	User Charges Report	DD-Comp (A) 771	X		Cl I Instl	AR 37-32				X		X	Report must be changed by DA
(4)	Schedule of Detail of Permanent Positions Budget Estimate	Budget 1068	X		Cl I Instl	DA Ltr				X		X	Report must be changed by DA
(5)	Cost of Drug Abuse Program	Med-278	X		Cl I Instl	CON Ltr				X		X	Report must be changed by
(6)	Support of Secret Service	DD-Comp (M) 1132	X		Cl I Instl	DA Ltr				X		X	Report must be changed by DA
(7)	Contingency Cost Report	ATCOM-43	X		Appro Cl I Instl	CON Reg 37-11				X		X	Report must be changed by DA
(8)	Procedures for Programing & Effecting Program changes	ATCOM-46	X		Cl I Instl	CON Reg 11-3			X			X	Report must be changed by DA
(9)	Exercise Director's Budget Estimate	ATCOM-37	X		Appro Cl I Instl	CON Reg 350-1			X			X	Report must be changed by CONARC

A-II-A

CONUSA Survey (cont)

	(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
			Disposition					Personnel-M hours			
	Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
(1)	Mgmt of funds	CONARC	Consld, Anal, Eval Prepare Narrative		CON-PBE			15	15	15 (4864)	Comptroller personnel only
	" " "	"	"	"	"	"	"	"	"	"	" " " " "
	Hist purp & comp w/bud-yr	"	"	"	"			15	15	15 (320)	" " " " "
(2)	Mgmt of funds	CONARC	Consld, Anal, Prep Nar		"			10	10	10 (1400)	" " " " "
(3)	Not used by 1A	DA	Consld Stf w/DCS LOG f/con or change		USAFINCIS COM ATTN: DAE-FIO-AL			2	2	2 (48)	" " " " "
(4)	Not used by 1A	DA	Dev, anal, Prep Nar		Comptr of Army/info CONARC			2	2	2 (80)	" " " " "
(5)	Mgmt of funds	CONARC	Consld		CONARC ATTN:MED			2	2	2 (80)	" " " " "
(6)	Not used by 1A	CONARC	Consld		USA FIN Comptr			2	2	2 (8)	" " " " "
(7)	Not used by 1A	CONARC	Consld		CON-PBE			2	2	2 (24)	" " " " "
(8)	Fund Adjmnt	CONARC	Anal/chg to CON Prog		CON-PBE			8	8	8 (48)	" " " " "
(9)	Budgeting	CONARC	Consld		CON-PBE			2	2	2 (16)	" " " " "

21

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE Comptroller
DIVISION Budget
BRANCH Estimates & Funding
SECTION N/A

DATE OF INTERVIEW April 17, 1972

FUNCTIONAL AREA(S)

NAME OF INDIVIDUAL CONTACTED Mr. Tomkins

PHONE # 6426

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA Yes	(f) CONUSA No	(g) CONARC Yes	(g) CONARC No	(h) Change Yes	(h) Change No	(i) Explanation
(10) Exercise Directors Final Cost Report	ATCOM-38	X		Appro Instl	CON Reg 350-1			X			X	Report must be changed by CONARC
(11) Report of Oblig (Joint Tng Exercise)	STRIKE-C7	X		Cl I Instl	CON Reg 350-1			X			X	Report must be changed by CONARC

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
(10) Budgeting	CONARC	Consld		CON-PBE			2	2	2 (8)	Comptroller personnel only
(11) Historical	CONARC	Consld		CON-PBE			2	2	2 (1)	Comptroller personnel only

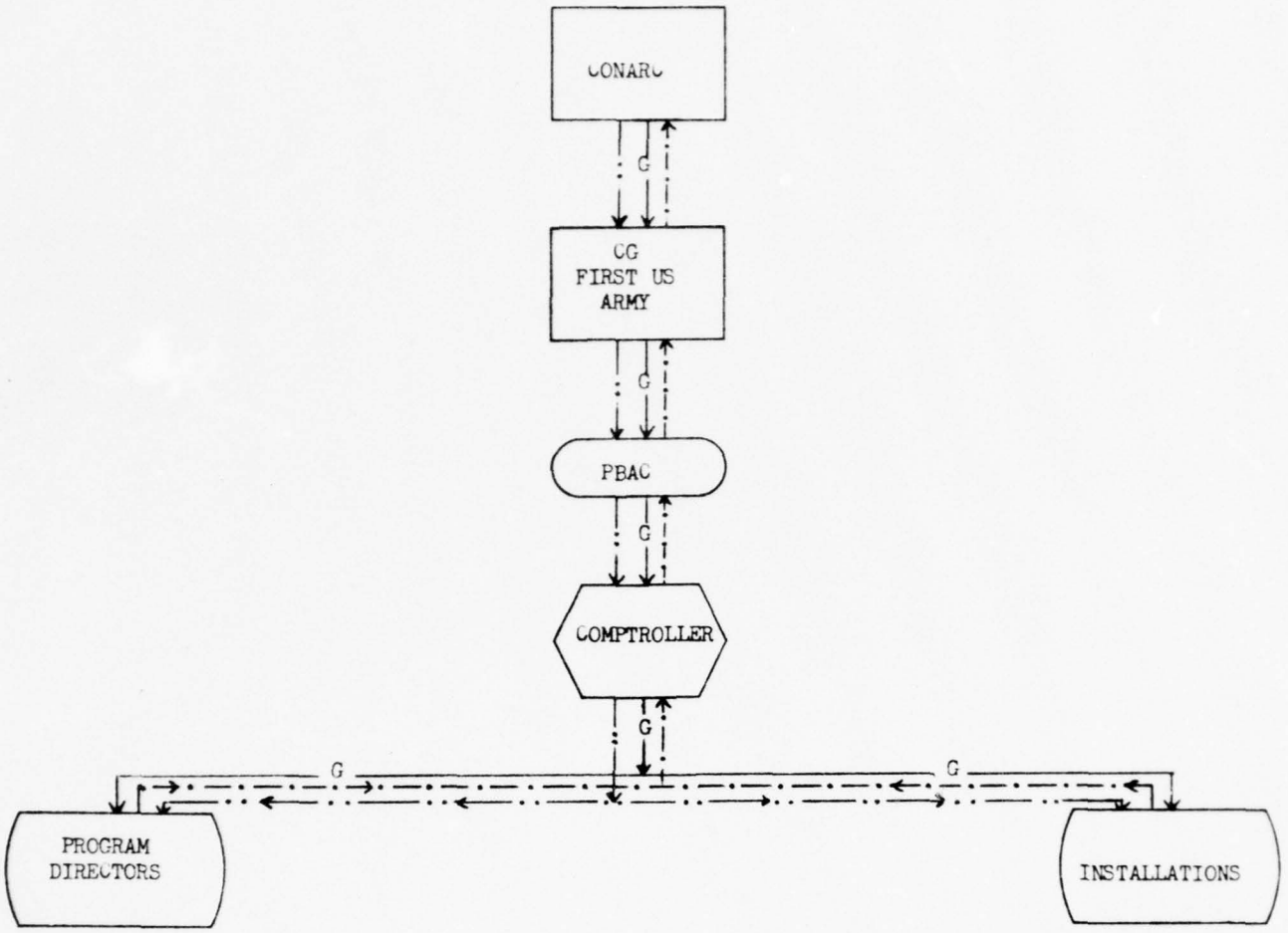
(r)

CONARC Disposition

(10) Reviews and forwards copy to DA.

(11) Consolidates cost by JCS Exercise and forwards to Readiness Command.

BUDGET GUIDANCE AND SUBMISSION FLOW
FIRST US ARMY



CONUSA SURVEY FORM

FUNCTIONAL AREA Budget

POINT OF CONTACT Mr. Tomkins

NAME OF OFFICE Estimates and Funds

TELEPHONE 6426

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Estimates and Funds	A,D,E	2	6	7	3	

APPENDIX III - BUDGET MANAGEMENT BRANCH

1. The Budget Management Branch is primarily a policy development and mechanization branch of the Budget Division with the exception of Stock Fund Management. The Branch is responsible for developing policies and procedures for the operation of the command budgetary system. Based on input from Class I installations and the Estimates and Funding Branch, the Budget Management Branch consolidates and prepares the Command Operating Budget (COB), Budget Execution Review (BER), and Prior Year Report (PYR).

2. This Branch prepares directives and publications for guidance of command headquarters and subordinate installations in budget preparation and related reports. The Branch also provides guidance and training in budgeting procedures and administration and maintains the mechanized budget reporting structure to conform with requirements of the command and higher headquarters.

3. The Budget Management Branch exercises command supervision over preparation of (and prepares the Comptroller portion) the Army Stock Fund Reapportionment Request and Budget Estimates, MidYear Review, and Revised Budget and Initial Apportionment Request. They prepare the command monthly and quarterly Army Stock Fund narrative analysis reports and defend the subhome office stock fund budget programs during hearings at CONARC. This branch controls the distribution of Army Stock Fund cash and acquisition authority, based on recommendations of the Army Stock Fund Program Director, to subordinate installations and prepares briefings and presentations or budget and stock fund activities. They maintain the Army Stock Fund cash and acquisition authority control ledgers and post cash and acquisition authority received from higher headquarters and subsequently post cash and acquisition authority issued to 11 branch offices.

4. The Budget Management Branch is authorized one Supervisory Budget Analyst (GS-12), one Budget Analyst (GS-11), two Budget Analysts (GS-9), one Budget Analyst (GS-7), one Statistical Assistant (GS-7), and one Clerk-Typist (GS-4).

Tabs
A - Reports Collection Form
B - Guidance and Submission Flow
C - CONUSA Survey Form

A-III-A

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE Comptroller
DIVISION Budget
BRANCH Budgeting Management
SECTION N/A

DATE OF INTERVIEW April 17, 1972

FUNCTIONAL AREA(S)

NAME OF INDIVIDUAL CONTACTED Mr. Lyle

PHONE # 6426

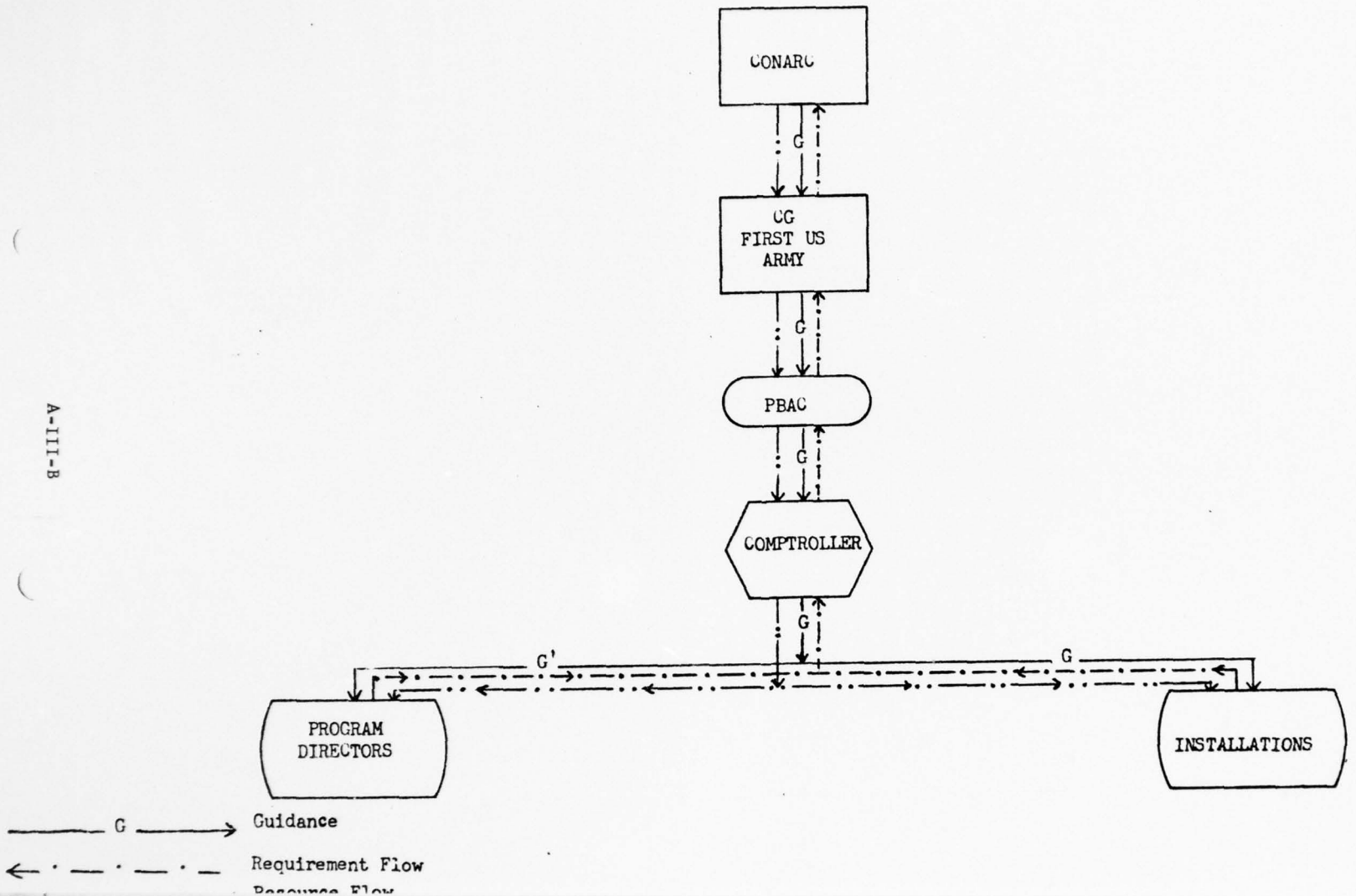
	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA Yes	(f) CONUSA No	(g) CONARC Yes	(g) CONARC No	(h) Change Yes	(h) Change No	(i) Explanation
1	Command Operating Budget	ATCOM-105	X	X	Cl I & II Instl	CON Reg 11-2				X		X	Report must be change
	Budget Execution Review		X	X						X		X	" " " " " " "
	Prior Year Report			X						X		X	" " " " " " "
(2)	Financial Management Report	ATCOM 156	X		Cl I & II Instl	CON Ltr				X		X	Report must be changed by
(3)	User Charges Report	DD-Comp (A) 771	X		Cl I & II Instl	AR 37-32				X		X	Report must be changed by
(4)	CONARC Div ASF FY 72 Reapportionment Request (Aug-1971) (Bud Mgmt)	CSGLD-1111-R-2	X		Cl I Instl	CON Reg 11-10		X		X		X	CONARC must chg repor
(5)	CONARC Div ASF FY 72 Mid-Yr Review JAN 72 (Bud Mgmt)	CSGLD 1111-R-2	X		Cl I Instl	CON Reg 11-10		X		X		X	CONARC must chg reporting
(6)	CONARC Div ASF FY 72 Revised Reapportionment Request Req APR 72 (Bud Mgmt)	CSGLD 1111-R-2	X		Cl I Instl	CON Reg 11-10		X		X		X	CONARC must chg reporting
(7)	ASF Mgmt Report- Narrative (monthly) (Bud Mgmt)	CSGLD 1111-R-5	X		Cl I Instl	CON Reg 37-108		X		X		X	

CONUSA Survey (cont)

(j) Use	(k) Fwd	(l) Disposition Input	(m) Retained	(n) Fwd to	(o) Rpts to Inst	(o) Initiated by	(p) Personnel-M Hours Rqmt	(p) Auth	(p) Actual	(q) Remarks
(1) Mgmt of funds	CONARC	Consld, Anal, Eval Prepare Narrative		CON-PBE			15	15	15 (4864)	Comptroller personnel only
" " "	"	" "		"			"	"	"	" " " " "
Hist Purp & Comp w/bud-yr	"	" "		"			15	15	15 (320)	" " " " "
(2) Mgmt of funds	CONARC	Consld, Anal, Prep Nar		"			10	10	10 (1400)	" " " " "
(3) Not used by DA	DA	Consld Stf w/DCS LOG f/con or chg		USAFINCIS COM ATTN DAE=FIO=AL			2	2	2 (48)	" " " " " "
(4) Prog Anal, Bud Prep Branch Office Feeder Data	CONARC	Yes	No	DA, LOG ASSF					3	This is a combined effort by DCSCOMPT DCSLOG (Supply Div) DCSCOMPT prepares analysis and input forms req by App B REG 11-10. DCSCOMPT prepares Reconcil of OMA Sales to COB, BER and Narrative analyses related thereto. DCSCOMPT re list of unfinanced req supplies [illegible] ment for Budget submissions.
(5) Prog Anal, Bud Prep Branch Office Feeder Data	CONARC	Yes	No	DA, LOG ASSF					3	" " " " " "
(6) " " "	"	"	"	" "					"	" " " " " "
(7) Prog Anal, Bud Prep Cash Anal	CONARC	Yes	No	DA, REF AR 37-111					3	This is a combined effort by DCSCOMPT DCSLOG (Supply Div), Reference App 2 - CON Reg 37-108.

	(r) CONARC Disposition
(1)	Reviews, consolidates and forwards to DA.
(2)	Reviews, consolidates and forwards to DA.
(3)	Review and retain.
(4)	Copies not received by CONARC.
(5)	Copies not received by CONARC.
(6)	Copies not received by CONARC.
(7)	Copies not received by CONARC.

BUDGET GUIDANCE AND SUBMISSION FLOW
FIRST US ARMY



CONUSA SURVEY FORM

FUNCTIONAL AREA Budget

POINT OF CONTACT Mr. Tomkins

NAME OF OFFICE Budget Management

TELEPHONE 6426

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Budget Management	B,C,D,E,F, G	2	7	7	3	

APPENDIX IV - BUDGET MANAGEMENT - DEPUTY CHIEF OF STAFF RESERVE FORCES

1. Program/Budget Division is responsible for review and analysis of the Command Operating Budget (COB), Budget Execution Review (BER) and the Financial Management Report (FMR), submitted by 17 Active Army installations supporting USAR activities. Based on such reviews, Program/Budget Division initiates recommendations to DCSCOMPT as to budgetary fund distribution to such installations supporting USAR activities under Reserve Component appropriations (OMA BP 560000, NGPA BP 3100, RPA BP 3200 and OMANG BP 3700). Initiates action for necessary adjustments to installation funds during current fiscal year based on existing priorities and reviews covering fund utilization. Direct coordination is also conducted with 16 Major USAR Commands (MUSARCs), 6 US Army Advisor Groups - Army Reserve (USAAGAR), 16 US Army Advisor Groups - National Guard (USAAGNG) covering TDY support requirements and 16 State Adjutants General funded for Command Post Exercises (CPX) participation.

2. Active Army installations, provided funds from Reserve Component appropriations, submit to FUSA budgetary and financial type data as referenced in paragraph 1 above. MUSARCs and US Army Advisor Groups submit TDY fund requirements for mission requirements related to USAR activities. State Adjutants General participating in CPXs submit budgetary requirements for pay and allowances, subsistence and travel of participating NG personnel. In turn, the Program and Budget Division recommends budgetary fund distribution and initiates actions for adjustments within availability of resources as stated in 1 above.

3. Program/Budget Division has responsibility for submission of budgetary reports to CONARC as indicated in paragraph 1 above. Analysis by Program and Budget Division of monthly FMR provides CONARC with status of Program 5 funds, to include validation of justification for unfinanced requirements and requested intra-programing actions to assure that available funds are utilized to the maximum extent.

4. Program/Budget Division submits Army Reserve Active Duty for Training Report (CSRES-71 R-3) and Summary of USAR AT Participation (CSRES-101) direct to DA. Subject reports provide information to Office Chief of Army Reserve (OCAR)(with info copy to CONARC) as to monthly and annual utilization of Man-Day Spaces (MDS) in all categories.

5. Recurring Reports are listed at Tab A. Budget Guidance/ Submission Flow and Reports/Information Flow is shown at Tab B and the CONUSA Survey Form at Tab C. Personnel authorized are as follows:

	Title	Series	Grade
1	Chief	Military 2610	05
1	Program Analyst Officer	0345	GS-12
3	Program Analyst	0345	GS-09
1	Clerk-Stenographer	0312	GS-05
2	Account Maintenance Clerks	0520	GS-04

Tabs
A - Recurring Reports
B - Guidance and Submission Flow
C - Reports/Information Flow

37

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSRF
DIVISION P&B
BRANCH
SECTION

DATE OF INTERVIEW

FUNCTIONAL AREA(S) PROGRAM / BUDGET

NAME OF INDIVIDUAL CONTACTED LTC TESSIERI

PHONE # 5422/ 7479

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. 1A Budget Execution Review	ATCOM-105		X	P&B Div, DCSRF	1A Suppl, CON Reg 11-2 Dec 71	No	Yes	Yes	Report is compiled by D[illegible] from input from staff offices of Hq 1A and installations.
2. Financial Management Report	ATCOM-156	X		P&B Div	CON Ltr ATCOM-PBE, 22 Jun 71; 1A Ltr AHACO-B, 12 Jul 71 & 20 Dec 71	No	Yes	Yes	Compiled by DCSRF from installations in 1A area.
3. Army Reserve Active Duty for Training Report	CSRES-71-(R3)		X	P&B Div, DCSRF	AR 330-27 Mar 65	No	No	Yes	Compiled by IGMR, adjusted monthly by P&B Div, DCSRF, fr input from IGMR & MUSARCS
4. Summary of USAR AT participation	CSRES-101		X	IGMR	AR 140-1, Jan 66, w/chs DA Msg 051535Z, Nov 71	No	No	Yes	Compiled by IGMR for P&[illegible]
5. Command Operating Budget	ATCOM-105		X	P&B Div DCSRF	1A Suppl CON Reg 11-2 Dec 71	No	Yes	Yes	Compiled from input from installations by P&B Div.
6. Command Operating Program	None		X	P&B Div DCSRF	1A Memo 11-1	Yes	No	Yes	Extract of 1A Command Operati Budget to provide financial dollar guidance by cost areas installations provided funds.

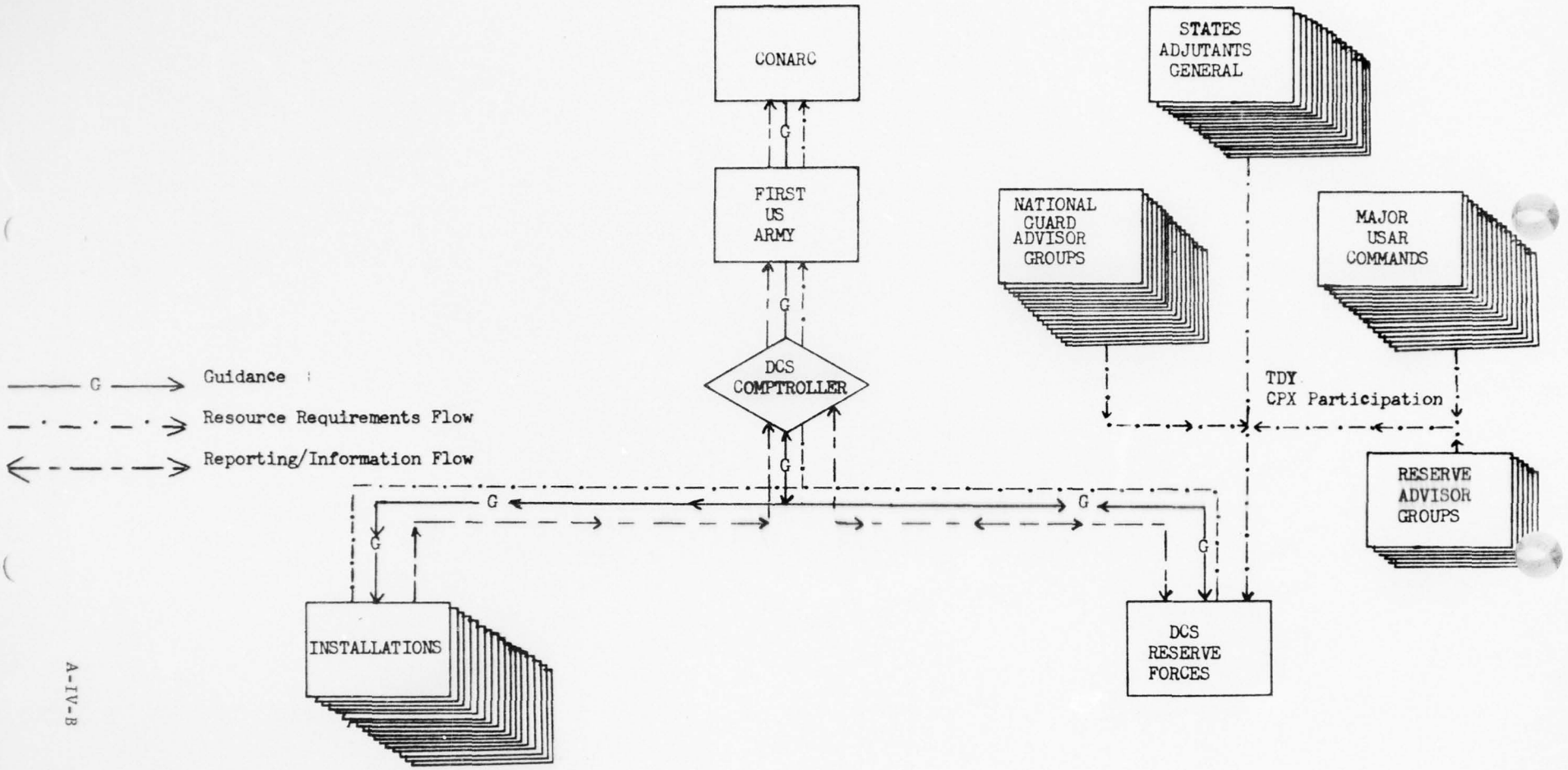
A-IV-A-

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1. Analyze program cost data from instls & develop unfin requiremts	Yes	Yes	No	CONARC	ATCOM-105	CONARC	2	2	2	Feeder data to 1A COMPT for consolidation submission to CONARC
2. Analyze monthly obligation trends within inst'l reports in comparison w/monthly phased execution plan	Yes	Yes	No	CONARC	ATCOM-156	CONARC	2	2	2	Feeder data to 1A COMPT for consolidation submission to CONARC
3. Analyze monthly usage of MDS by category	Yes	Yes	No	DA-OCAR	CSRES-71(R3)	DA-OCAR	2	2	2	Used to control proper usage of MDS for purpose of redistribution to achieve maximum utilization
4. Summary of AT attendance within USAR troop program units	Yes	Yes	No	DA-OCAR	CSRES-101	DA-OCAR	2	2	2	To analyze attendance of USAR personnel at AT for information of OCAR
5. Feeder data to 1A COMPT for consolidation & submission to CONARC	Yes	Yes	No	CONARC	ATCOM-105	CONARC	2	2	2	
6. Data to instls for budget guidance	Yes	Yes	Yes	Instls	None	1A	2	2	2	To DCSCOMPT for distribution to 1A installations

	(r) CONARC Disposition
1)	Reviews, consolidates and forwards to DA.
2)	Reviews, consolidates and forwards to DA.
3)	Reviews, consolidates and forwards to DA.
4)	Reviews, consolidates and forwards to DA.
5)	Included in First US Army consolidated submission. CONARC reviews, consolidates and forwards to DA.
6)	Included in First US Army consolidated submission. CONARC reviews, consolidates and forwards to DA.

BUDGET GUIDANCE, RESOURCE REQUIREMENT
REPORTING INFORMATION FLOW - RESERVE FORCES



CONUSA SURVEY FORM

FUNCTIONAL AREA PROGRAM/ BUDGET

POINT OF CONTACT LTC TESSIERI

NAME OF OFFICE DCSRM

TELEPHONE 5422/ 7479

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
PROGRAM/ BUDGET	A-C-D-E	2	8	8		Program/ Budget Div. as a functional area, is not divided into sub-functional areas. (Responsible for review/analysis of the Command Operating Budget (COB), Budget Execution Review (BER), Financial Management Report (FMR) and other miscellaneous financial reports providing programed distribution and status of Reserve Component funds under OMA Program 560000 (mission), NGPA Program 3100, RPA Program 3200 and OMANG Program 3700).

APPENDIX V - FAMILY HOUSING PROGRAM AND BUDGETING

1. The Family Housing Division, Deputy Chief of Staff, Logistics (DCSLOG), exercises staff supervision over the centralized management of family housing for military families (BP 1900 and BP 1800). The Division Chief performs as major activity director for Program and Budget Development, and Review and Analysis of the Family Housing Management Account (FHMA) BP 1900 and develops and monitors distribution of funds, costs, floors (MRPF), targets, and limitations. BP 1900 funds are allotted to FUSA by Comptroller channels; however, when received the distribution is controlled and directed by the Family Housing Division, only, based on requirements established by the Class I installations within the Army area. Formal accounting for these funds is accomplished by the Deputy Chief of Staff Comptroller (DCSCOMPT); however, copies of funding, obligation, and costing documents are furnished to Family Housing Division for management purposes. The Housing Division has sole authority to adjust funds between installations, but the actual adjustment is affected by the DCSCOMPT. Information between Family Housing and DCSCOMPT is passed on an informal basis. The Housing Division also exercises staff supervision over all aspects of the Family Housing Leasing and Off-Post Housing Referral Services activities. As of April 1972 the Division was authorized 281 leased houses with 215 leases in effect.

2. The Chief of the Family Housing Division performs as major activity director for Budget Program 1800 (Minor Construction and Line Item Improvement), but does not have authority to amend the directed use of these funds established by DA. He does monitor requirements for BP 1800 funds, submitted by installations, and establishes priorities and recommendations on fund allotments which are forwarded through CONARC to DA.

3. Additional duties performed are as follows:

a. Supervises the Family Housing Requirements Program and coordinates all processing action for semiannual submissions of data with automatic data processing activities.

b. Administers and controls techniques governing the management of the Family Housing Program, to include such major responsibilities as assignment, utilization, morale and welfare, supply of furniture and equipment, property accountability, self-help, and cost reduction.

c. Conducts staff visits and inspections of FUSA installations for periodic review of the Family Housing management activities, programs, and operational procedures.

d. Compiles special studies and reports directly related to the Family Housing mission as required by higher headquarters.

4. Reports received and initiated by this Division are listed at Tab A. Information flow is at Tab B and CONUSA Survey Form is at Tab C.

5. This Division is authorized four personnel.

Title	Series	Grade
1 Housing Management Officer	1173	GS-13
1 General Engineer	801	GS-12
*1 Housing Management Assistant	1173	GS-11
1 Family Housing Clerk-Steno	301	GS-04

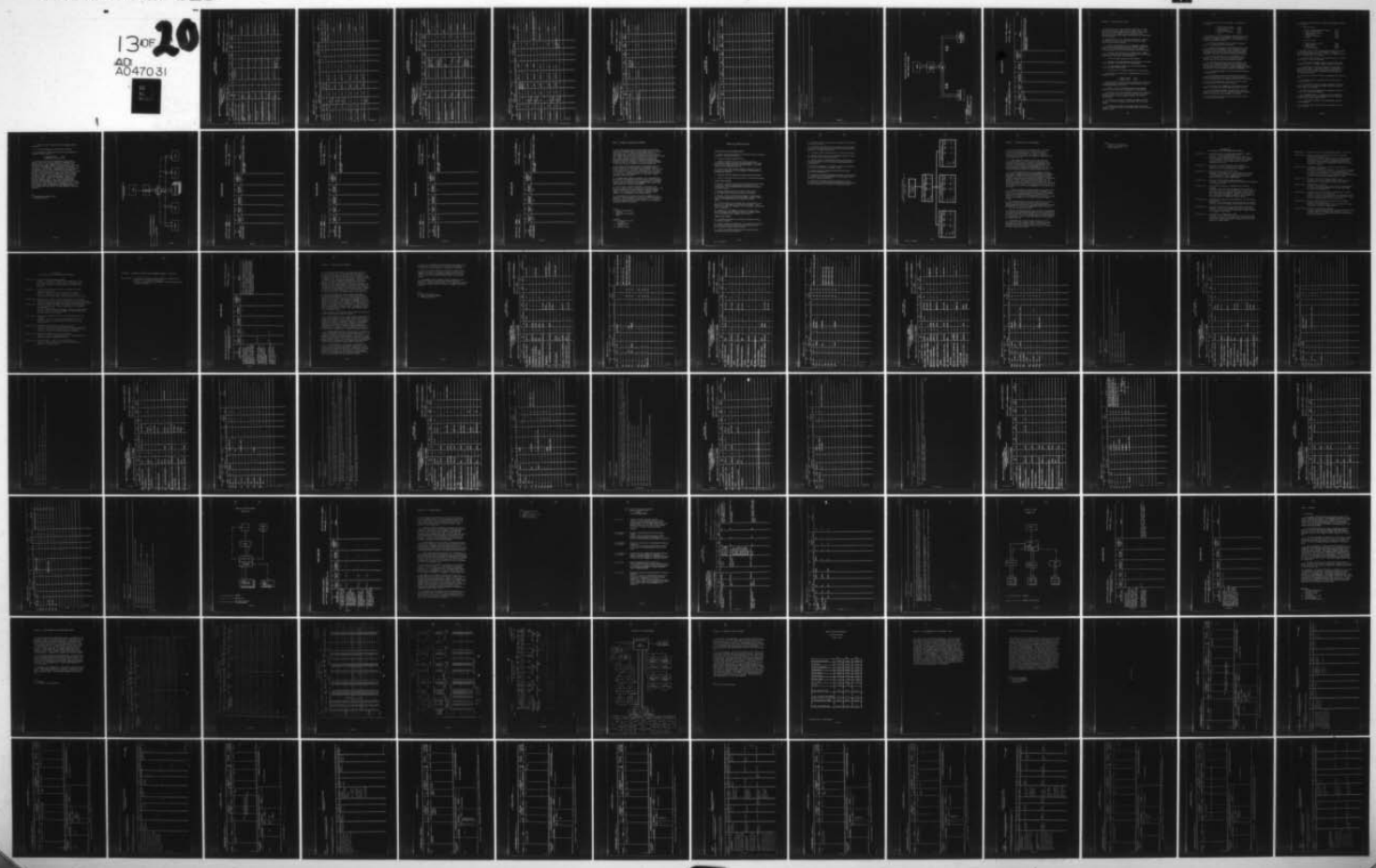
* 95% of workload is in Budget Function.

Tabs
A - Reports Collection Form
B - Budget Submission and Guidance
C - CONUSA Survey Form

AD-A047 031 OFFICE OF THE CHIEF OF STAFF (ARMY) WASHINGTON DC MA--ETC F/G 15/5
FUNCTIONAL STUDY OF CONUSA (CONTINENTAL U.S. ARMY) MANAGEMENT.(U)
MAY 72

UNCLASSIFIED

13 OF 20
AD A047031



A-V-A

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSLOG
DIVISION Family Housing
BRANCH
SECTION

DATE OF INTERVIEW 19 April 1972

FUNCTIONAL AREA (S) Budget

NAME OF INDIVIDUAL CONTACTED Mr. Gass

PHONE # 3494

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
Command Operating Budget	ATCOM 105		X	Installation Comptroller	DA	No	No	No	
Budget Execution Review	105		X	" "	DA	No	No	No	
Inventory & Occupancy Mil-Owned & Conrolled Family Units	DDI&L (SA) 1081	X		Fam Hsg Ofc	CH 11, AR 210-50	"	"	"	Directed by DA
Statement of Facilities and Assignment	DDI&L (A) 1082	X		Fam Hsg Ofc	CH 11, AR 210-50	"	"	"	Directed by DA
Personnel Occupying Army Family Housing	CSGLD-1573	X		Fam Hsg Ofc	CH 11, AR 210-50	"	"	"	Directed by DA
Family Housing Repair and Improvement Projects Report	CSGLD-1574	X		Fam Hsg Ofc	CH 18, AR 210-50	"	"	"	Directed by DA
General Officer's Quarters Cost Report	DD-COMP (A) 791	X		Fam Hsg Ofc	CH 16, AR 210-50	"	"	"	Directed by DA
Off-Base Housing Referral Rpt	DDI&L (A) 921	X		Hsg Ref Ofc	AR 210-51 & DA Msg 2214592 Oct71	"	"	"	Directed by DA

CONUSA Survey (cont)

	(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
			Disposition					Personnel		M Hours	
	Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
1	Fund Reqmt	Anal,Eval			CON-PBE			2	2	200	Budget Programs 1800 and 1900
2	Fund Status	Anal,Eval			CON-PBE			2	2	160	Budget Programs 1800 and 1900
3	Management	Yes	Yes (for CONSOL)	No	CONARC	Same (a)	DA			60	Frequency - semi-annual
4		Yes	Yes (for CONSOL)	No	CONARC	Same (a)	DA			60	" " - annual
5		Yes	Yes (for CONSOL)	No	CONARC	Same (a)	DA			80	" " - semi-annual
6	Mgmt & Funding	Yes	No	No	CONARC	Same (a)	DA			12	" " - semi-annual
7	Mgmt & Funding	Yes	No	No	CONARC	Same (a)	DA			72	" " - annual
8	Management	Yes	Yes (for CONSOL)	No	CONARC	Same (a)	DA			12	" " - annual

A-V-A-3

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSLOG
DIVISION Family Housing
BRANCH
SECTION

DATE OF INTERVIEW 19 April 1972

FUNCTIONAL AREA(S) Budget

NAME OF INDIVIDUAL CONTACTED Mr. Gass

PHONE # 3494

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
9	ease Limitation Analysis	ATLOG-270 (RI)	X		Fam Hsg Ofc	CON ltr, ATLOG E/FH, 4 Oct 71 Leased Fam Hsg	No	Yes	No	Limitation monitored by CONARC
10	Family Housing Financial Mgmt Reports	ATLOG-303	X		Fam Hsg Ofc	CONARC Msg ATLOG-E/F 74187, 1Sep67	No	Yes	No	Report Originated by CONARC
11	Family Housing Unfinanced Requirements	ATLOG-272	X		Fam Hsg Ofc	CH 1[illegible] ON Reg [illegible]	No	Yes	No	CONARC
2	mprovements to Existing ublic Quarters	CSGLD-1572	X		Fam Hsg Ofc	CH 6, AR 210-50	No	No	Yes	DA Directed
3	Military Family Hsg Reqmts	DDI&L (A) 665	X		Fam Hsg Ofc	CH 5, AR 210-50	No	No	No	DA Directed
4	Family Hsg Furnishing Rpt	CSGLD1635	X		Fam Hsg Ofc	AR 210-6 (to be pub w/date 21 Apr 72	No	No	No	DA Directed

CONUSA Survey (cont)

	(j) Use	(k) Fwd	(l) Disposition Input	(m) Retained	(n) Fwd to	(o) Rpts to Inst	(o) Initiated by	(p) Personnel Rqmt	(p) Personnel Auth	(p) M. Hours Actual	(q) Remarks
9	Management	No	No	No	Sub by Stations w/info this HQ	Same (a)	CONARC			8	Frequency - monthly
10	Fund Control	Yes	Yes (for CONSOL)	No	CONARC	Same (a)	CONARC			48	" " - semi-annual
11	Fund Reqmt	Yes	Yes (for CONSOL	No	CONARC	Same (a)	CONARC			32	Org & 2d Qtr update included w/2QB & BER 1st & 3d Qtr separate submission
12	Mgmt & Funding	Yes	Yes	Yes	CONARC	Same (a)	DA				Frequency - annual
13	Management	Yes	Yes (for CONSOL)	No	CONARC	Same (a)	DA			160	" " - annual
14	Management	Yes	Yes (for CONSOL	No	CONARC	Same (a)	DA			40 no experience factor	" " - annual

A-V-A-5

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSLOG
DIVISION Family Housing
BRANCH
SECTION

DATE OF INTERVIEW 19 April 1972

FUNCTIONAL AREA (S) Budget

NAME OF INDIVIDUAL CONTACTED Mr. Gass

PHONE # 3494

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
5	Bachelor Hsg Furnishings Rpt	CSGLD 1635	X		Fam Hsg Ofc	AR 210-6 (to be pub w/date 21 Apr 72	No	No	No	DA Directed
6	Excess or Deplicit Furnishings Report	RR-DD-14-C 1100	X		Fam Hsg Ofc	DA	No	No	No	DA Directed

A-V-A-6

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE_____
DIVISION_____
BRANCH_____
SECTION_____

DATE OF INTERVIEW_____

FUNCTIONAL AREA(S)_____

NAME OF INDIVIDUAL CONTACTED_____

PHONE #_____

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation

CONUSA Survey (cont)

(r)

CONARC Disposition

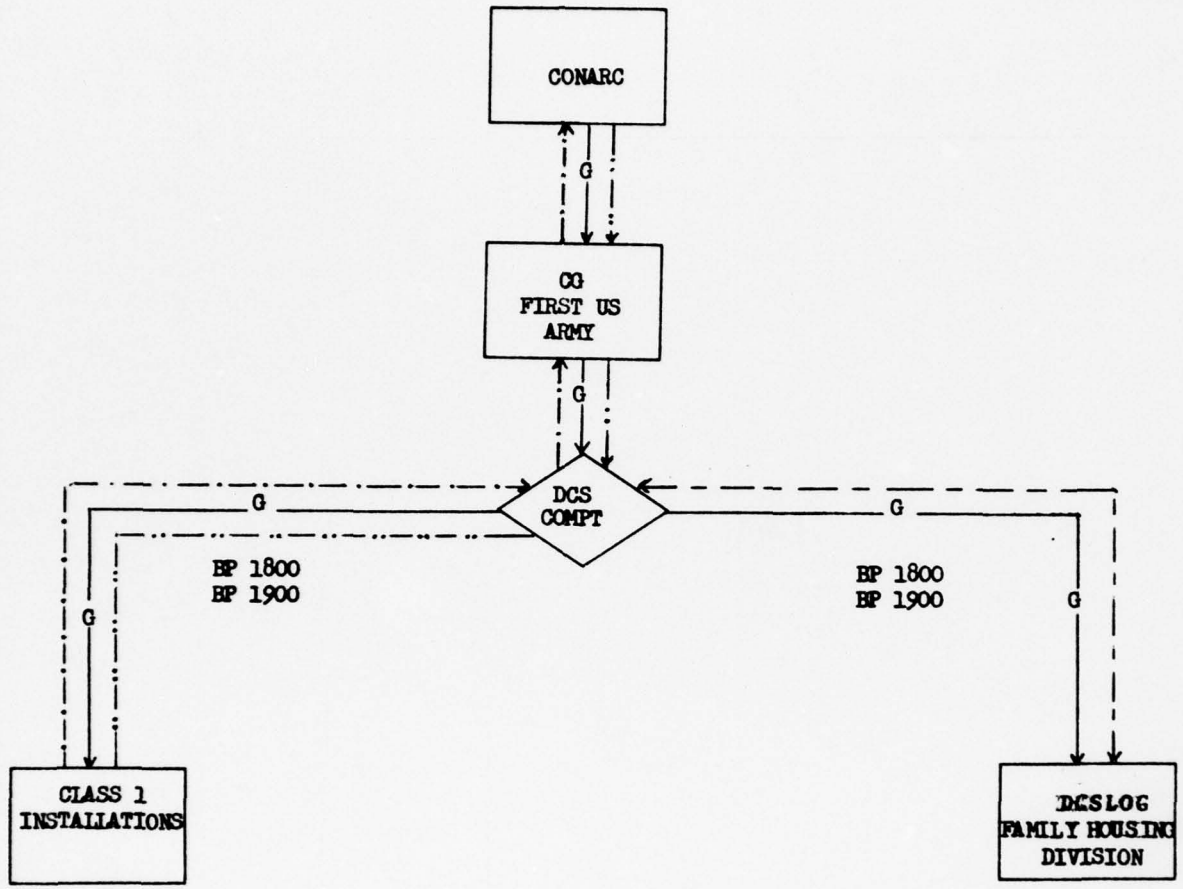
CONARC reviews, consolidates and forwards to DA all Family Housing Reports submitted by CONUSAs.

A-VA-7

A-V-B

FAMILY HOUSING (BP 1800 and BP 1900)

BUDGET SUBMISSION & GUIDANCE



G → GUIDANCE
← - - - Resource Requirement Flow
— · — → Resource Flow
— - - → Reporting/Information Flow

CONUSA SURVEY FORM

FUNCTIONAL AREA BUDGET

POINT OF CONTACT MR GASS

NAME OF OFFICE FAMILY HOUSING DIVISION, DCSLOG

TELEPHONE 3494

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Program/Budget	A, B, C, D, E, F	2	4	2	3	This Division is authorized a total of four personnel; however, only two are involved in budgetary matters.

A-V-C

APPENDIX VI - OTHER BUDGET ACTIVITIES

1. The Deputy Chief of Staff Personnel, Deputy Chief of Staff Operations and Training, Deputy Chief of Staff Logistics, and Deputy Chief of Staff Communications-Electronics, have a minor role in the external budgetary process; therefore, their responsibilities within the budget function have been consolidated into this Appendix.

2. The Deputy Chief of Staff Personnel (DCSPER) has a Program and Budget Branch within his organizational structure which performs the following functions:

a. Advises and coordinates in the development, management of resources, and review and analysis of DCSPER portions of the First US Army Command Operating Program (COP), the Command Operating Budget (COB), and related financial actions and reports.

b. Monitors, and translates into program actions, DCSPER aspects of command mission changes and actions such as activations, inactivations, relocations and reorganizations.

c. Serves as DCSPER Information Systems Officer.

d. Monitors off-post documentation and interservice and intra-service agreements in DCSPER areas of responsibility.

e. Provides DCSPER representation for the Program Budget Advisory Working Committee (PBAC).

f. Monitors the use of DCSPER temporary duty travel funds.

3. Two personnel are authorized to accomplish tasks outlined in paragraph 2 above:

1	Program Analyst	GS-12
1	Budget Analyst	GS-07

4. The Deputy Chief of Staff Operations and Training (DCSOT) has a Program Management Branch within his organizational structure with primary missions as follows:

a. Advise, assists, and prepares reports on programing, budgeting, review and analysis, management, and organization.

b. Develops policies and procedures, prepares, and coordinates the DCSOT portion of the COP, COB, and other financial reports. Maintains records, reports, program documents, and related correspondence.

c. Monitors the execution of program and budget activities for DCSOT. Maintains funding and performance data and reports thereon.

d. Prepares the Quarterly Review and Analysis briefing on the COP and represents DCSOT on the Program Budget Advisory Working Committee (PBAC).

5. The following personnel are authorized to accomplish the above tasks:

1	Program Budget Officer	Major
1	Administrative Officer	GS-12
3	Budget Analysts	GS-09
1	Secretary Stenographer	GS-05
1	Clerk	GS-04

6. The Deputy Chief of Staff Logistics (DCSLOG) does not have a consolidated Programs and Management Division; however, a Programs and Management Branch exists in the Engineer Division and within the Services Division.

a. The Programs Management Branch within the Engineer Division is responsible for the following:

(1) Develops those portions of the COP applicable to the local maintenance and management of Real Property Facilities. Develops and analyzes performance data and prepares budgetary and program data. Monitors program obligation programs and accumulates, tabulates, and analyzes unfinanced requirements.

(2) Monitors reporting of cost and performance data applicable to repairs and utilities, administers Resources Conservation, Self-Help, and Work Management Programs.

(3) Coordinates and develops policy and procedures and exercises staff supervision over Repairs and Utilities and Minor Construction Project Programs. Reviews command projects for compliance with technical and statutory requirements, compiles technical data, edits and prepares approval correspondence.

b. The Programs Management Branch within Services Division is responsible for:

(1) Developing the Services Division portion of the COP, and exercises management over resources pertaining thereto. Monitoring program execution through review and analysis techniques.

(2) Preparing appropriate statistical analyses, reports, publications, and other statistical services.

(3) Assisting in the management of activities and mission control, and preparing, and coordinating multi-branch actions.

(4) Coordinating, reviewing, and preparing the Services Division portion of the FUSA war, defense, mobilization, domestic, emergency, and special plans, programs, and projects.

(5) Coordinating, reviewing, and processing the Services Division portion of new TDAs.

7. Personnel authorized DCSLOG in Program and Management Branches are as follows:

a. Engineer Division

1	Chief of Program Management Branch	GS-12
1	Administrative Officer	GS-11
1	Program Analyst Officer	GS-11
1	Program Analyst	GS-07
1	Statistical Assistant	GS-07
2	Clerks	GS-05

b. Services Division

1	Program Analysis Officer	GS-11
1	Budget Analyst	GS-09
1	Program Analyst	GS-09
1	File Clerk-Typing	GS-04

8. The Deputy Chief of Staff, Communications-Electronics (DCSC-E) is the Program Director for Primary Program 3 - STARCOM. A Programs and Management Division is a part of his command structure and is responsible for the following:

a. Prepares DCSC-E portion of the COP and the COB and reviews and analysis in connection therewith.

b. Distributes and manages resources, including TDY funds, applicable to DCSC-E. Prepares monthly schedule of TDY travel.

c. Reviews DCSC-E portion of Schedules X in connection with Manpower Surveys. Coordinates requests for TDA changes and personnel adjustments within ODCSC-E and those applicable to DCSC-E areas of responsibility submitted by installations and activities within FUSA.

d. Maintains the DCSC-E portion of Organization and Functions Manual.

e. Determines basing responsibilities and satellization related to DCSC-E.

f. Reviews DCSC-E portion of Support Agreements, and Annual General Inspections, US Army Audit Agency, General Accounting Office Reports of Inspection.

g. Supervises the telecommunications management area of the Army Resource Conservation Program.

h. Coordinates actions in connection with the Suggestions, Management Improvement, Work Measurement, Work Simplification, and Zero Defects Program within DCSC-E.

i. Provides DCSC-E member of the Program Budget Advisory Working Committee.

j. Provides DCSC-E representative to coordinate review of TAADS documents.

k. Supervises DCSC-E Reports and Forms Management Control activities.

l. Provides Information Systems Officer for DCSC-E.

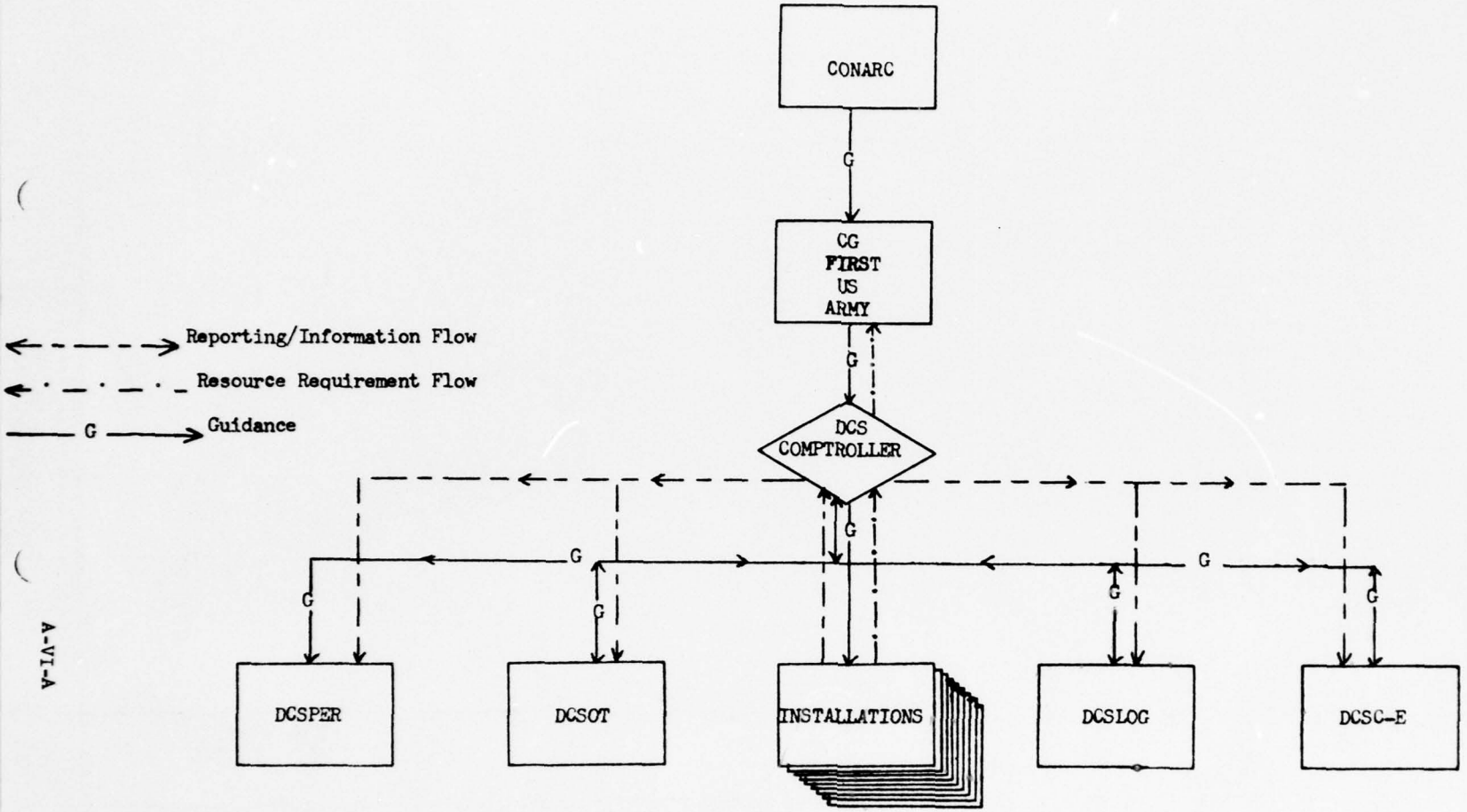
9. The following are authorized spaces within the Program and Management Division, DCSC-E:

1	Program Analyst	GS-09
1	Management Technician	GS-07

10. The Staffs covered in this Appendix work very closely with the Deputy Chief of Staff Comptroller (DCSCOMPT) in the budgetary process. When program guidance is received from Continental Army Command (CONARC) it is distributed to these staff sections for recommendations on distribution to subordinate installations and activities. Recommendations are then furnished the Comptroller and the COP is formulated and distributed to subordinate installations/activities. The installations/activities prepare a COB and submit same to Comptroller, FUSA. A copy of the COB is forwarded to each appropriate staff for review and recommended changes. Based upon information contained in the COB, the Army COB is prepared and forwarded. Copies of all follow-up budgetary reports, e.g., Annual Operating Budget, Financial Management Reports, Budget Execution Reviews, are furnished to the appropriate staffs by the Deputy Chief of Staff, Comptroller for their information and recommended actions. Information passed between the DCSCOMPT and the remaining staff is on an informal basis and requires no formal reports or reporting procedures.

Tabs
A - Requirements/Information Flow
B - CONUSA Survey Form

REQUIREMENTS/INFORMATION
FLOW (BUDGET)



CONUSA SURVEY FORM

FUNCTIONAL AREA BUDGET

NAME OF OFFICE DCSPER

POINT OF CONTACT Mr. Restivo

TELEPHONE 3895

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Program and Budget	A, D	2	2	2	3	Review, Analyze, and Recommend Changes to Installations's Input

CONUSA SURVEY FORM

FUNCTIONAL AREA BUDGET

POINT OF CONTACT Mrs. Stickell

NAME OF OFFICE DCSC-E

TELEPHONE 6681

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Program Management	A, D	2	2	2	3	Review, Analyze, and Recommend Changes to Installation's Input

CONUSA SURVEY FORM

FUNCTIONAL AREA BUDGET

POINT OF CONTACT Mr. Bitts

NAME OF OFFICE DCSOT

TELEPHONE 5929

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Program Management	A, D	2	5	5	3	Review, Analyze, and Recommend Changes to Installation's Input

CONUSA SURVEY FORM

FUNCTIONAL AREA BUDGET

NAME OF OFFICE DCSLOG

POINT OF CONTACT Mr. Chetelat

TELEPHONE 6306

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Program Management	A, D	2	10	10	3	Review, Analyze, and Recommend Changes to Installation's Input

ANNEX B - FINANCIAL ACCOUNTING AND REPORTING

1. The Finance and Accounting Division, Deputy Chief of Staff Comptroller (DCSCOMPT), FUSA, is a staff type activity exercising staff supervision over and providing advisory service to subordinate Class I installation Finance and Accounting Offices, Class B Agent Offices, and Finance Disbursing Sections within the FUSA area. Major functions of the division are to provide policy guidance and procedures related to financial accounting and disbursing activities, process all financial accounting reports prepared by FUSA and subordinate Class I installations and prepare consolidated reports for submission to higher headquarters.

2. The Finance and Accounting Division is organized into three spearate branches: Accounting Policy and Procedures Branch, Accounts Office Branch, and Finance Services Branch. The functions of these branches, as outlined in 1A Memorandum 10-1, are shown at inclosure 1. A detailed discussion of each branch's functions, to include reports received/prepared, is contained in separate appendices within this Annex.

3. No CONUSA unique reports are imposed on the installations by the Finance and Accounting Division nor are any reports originated at this level for submission to higher headquarters. All reports submitted are directed by DA and/or CONARC and are prepared from input furnished by reporting installations.

4. Direct support to Reserve Components is provided by one functional element within the Finance and Accounting Division. The Finance Services Branch receives Reports of Survey for Reserve Component activities directly from Reserve Component command channels, e.g., ARCOM/GOCOM, State Adjutant Generals.

5. A requirement for 53 personnel has been recognized for the Finance and Accounting Division; however, only 40 spaces have been authorized. Actual strength currently stands at 37. A breakout of these requirements and strengths is shown on the Organization and Manning Chart at inclosure 2.

2 Incl
1. Finance and Accounting Division
2. Organization and Manning Chart

Appendices
I - Accounting Policy and Procedures
II - Accounts Office Operation
III - Finance Services

FINANCE AND ACCOUNTING DIVISION

ACCOUNTING POLICY AND PROCEDURES BRANCH

1. Develops accounting policies and procedures; monitors accounting operations, systems and procedures.

2. Processes violations under AR 37-20.

3. Implements CONARC directives and provides appropriate guidance with respect to preparation and submission of recurring and special Army Stock Fund (ASF) operating reports to the FUSA Subhome Office, CONARC Division, ASF.

4. Provides policy and procedural guidance regarding financial operations as they pertain to the automation or mechanization of financial data systems.

5. Responsible for the Command Accounting Surveillance Program.

6. Provides consulting and advisory service on accounting problems.

ACCOUNTS OFFICE BRANCH

7. Receives, reconciles and processes serviced field installations ICAR reports, Status of Funds reports from funded Class II installations, including CONARC Division Army Stock Fund reports from Branch Offices.

8. Prepares Command ICAR and Stock Fund reports under DA and HQ CONARC financial reporting systems, as pertinent.

9. Receives, reconciles and processes Status of Funds reports from installations funded direct by HQ CONARC. Prepares command reports for HQ CONARC under the DA financial reporting system.

10. Provides guidance on accounting report requirements as they pertain to the development of financial data systems. Visits installations within the command to render assistance on accounting report requirements.

11. Implements DA and CONARC directives with respect to the Command Integrated Operating Agency Reports and Command Channel Stock Fund Subhome Office, CONARC Division reports.

FINANCE SERVICE BRANCH

12. Supervises entitlement and disbursing procedures relating to pay and allowances.

13. Provides guidance and assistance to installations concerning entitlements to pay and allowances of Active Army personnel, Reserve Component members and DA civilians.

14. Consults and advises the headquarters regarding pay and allowances policies and procedures.

15. Supervises policies and procedures employed by installation disbursing activities.

16. Disseminates interpretations of legislation and regulations pertaining to military pay and allowances, civilian pay, travel allowances, and commercial accounts.

17. Determines payment responsibilities for offsite activities.

18. Reviews Active Army and Reserve Component reports of survey and determines final action to be taken.

19. Reviews reports of investigation and board proceedings for losses of appropriated funds and provides Reviewing Authority recommendations.

20. Reviews and approves or disapproves requests by disbursing activities for authority to keep cash on hand.

21. Reviews requests for banking facilities and provides appropriate recommendations.

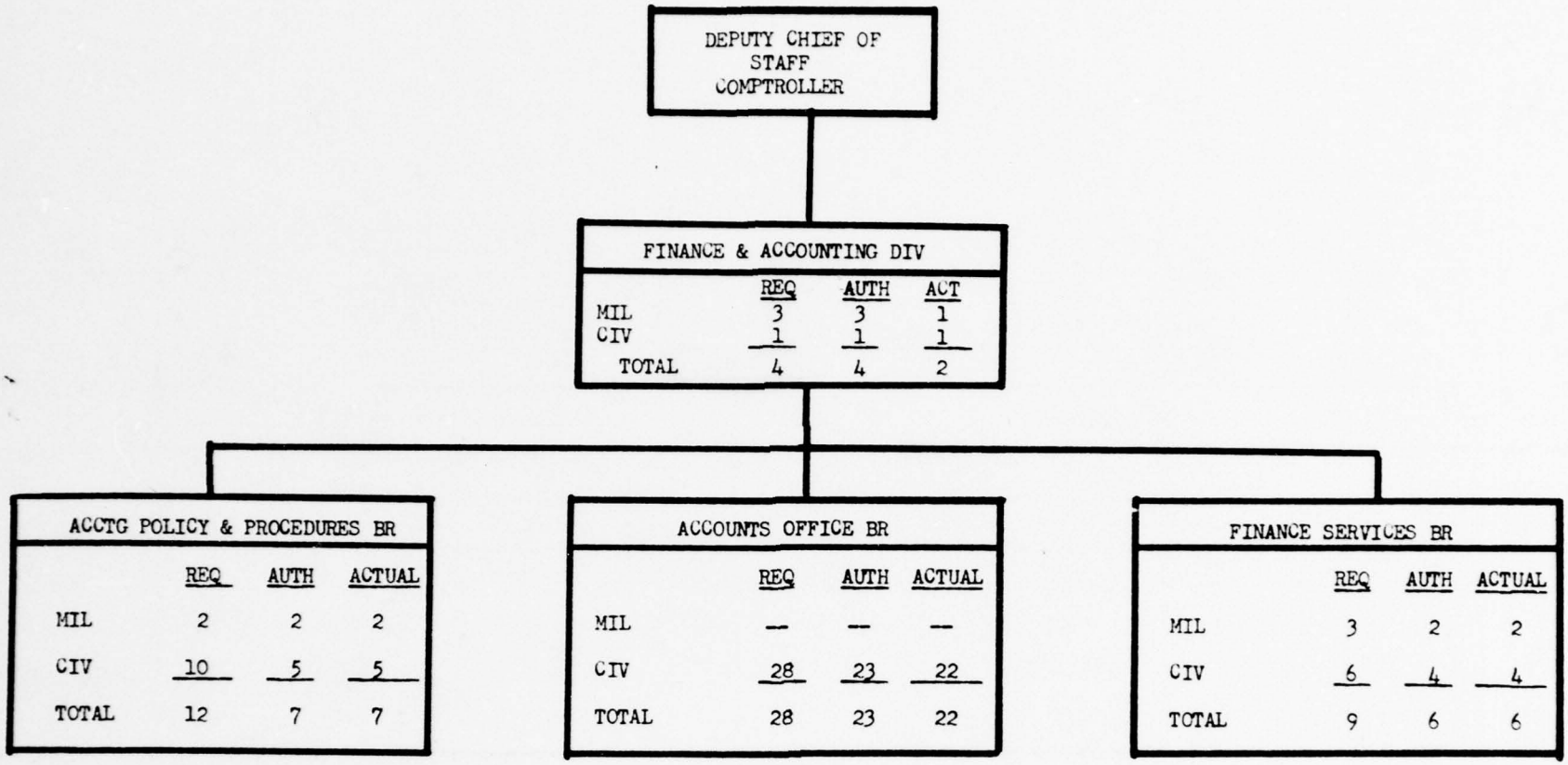
22. Administers the Quality Assurance Program to include analysis of installation reports and preparation of consolidated report submitted to higher headquarters.

23. Administers the Army Savings Bond Program to include consolidation of installation and activity reports for submission to higher headquarters and issuance of savings bond awards.

Incl 2 to Annex B

B-4

ORGANIZATION & MANNING CHART
FINANCE & ACCOUNTING DIVISION, DCSCOMPT
FIRST US ARMY



APPENDIX I - ACCOUNTING POLICY AND PROCEDURES

1. The Accounting Policy and Procedures Branch of the FUSA Finance and Accounting Office is a staff type activity exercising staff supervision over 13 Class I installation Finance and Accounting Offices with respect to financial accounting policies, procedures and reporting. Major functions of this branch include:

a. Development of accounting policies and precedures and providing guidance and assistance to subordinate Class I installations with respect to operation and administration of financial accounting systems and reporting procedures. This function includes advising the FUSA headquarters staff on accounting matters, answering technical inquiries from field and staff, and processing reports of violation under AR 37-20.

b. As the responsible office for the Command Accounting Surveillance Program performs continuing appraisal and requisite improvement of command financial accounting systems, procedures and practices to assure the adequacy of accounting and related financial operations and the reliability of reports. In connection therewith, conducts annual accounting surveillance visits to subordinante Class I installations within the FUSA Area. The accounting surveillance program is a key function of the Accounting Policy and Procedure Branch. This program is directed by DA and its importance has recently been reemphasized by DA Circular 37-72, 29 Nov 1971.

c. Serves as Information Systems Office (ISO) and ADP contact point within the Financial Accounting Division, DCSCOMPT. This function includes providing guidance and assistance to subordinate installations concerning automation of accounting systems. Assistance is provided in the implementation of major multi-command systems such as BASOPS as well as locally designed automated systems.

2. The Accounting Policy and Procedures Branch does not directly support the US Army Reserves; however, those installations supporting Reserve activities are furnished guidance and assistance as appropriate for unique accounting problems which may arise as a result of providing Reserve support.

3. Accounting and reporting policy and procedures are disseminated to subordinate installations/activities, and to other installation/activities reporting to FUSA, through a series of FUSA regulations and circulars for which the Accounting Policy and Procedures Branch is the proponent. A list of these publications and their purpose is attached at Tab A.

4. A requirement for 12 spaces has been recognized for the Accounting Policy and Procedures Branch. However, authorized requirements now stand at seven as does actual strength. A breakout of personnel utilization by major function is shown on the CONUSA Survey Form at Tab B.

Tabs
A - Regulations - Accounting
Policy and Procedures Branch
B - CONUSA Survey Form

REGULATIONS
ACCOUNTING POLICY AND PROCEDURES BRANCH

1A REG 10-1 - Accounting Policy and Procedures Mission, Organizational Status and Responsibilities
Purpose: Gives guidance within the context of assigned Comptroller responsibilities with respect to the mission, organization, status and specific responsibilities of the Accounting Policy and Procedures function.

1A REG 37-2 - Accounting for Military Personnel Expense
Purpose: Provides guidance for accounting and reporting for military personnel expense.

1A REG 37-4 - Miscellaneous Financial Reporting
Purpose: Prescribes punch card formats and other information applicable to reports/machine listings to be submitted to this Headquarters related to current and prior year transactions.

1A REG 37-8 - Disaster Relief Funding and Accounting
Purpose: Establishes funding and accounting procedures for disaster relief.

1A REG 37-9 - Processing Proceeds for Exchange/Sale Property Disposal
Purpose: Prescribes the procedures for processing and accounting for funds derived from sale of certain nonexcess personal property screened in accordance with exchange/sale property disposal program and to apply proceeds received in whole or part payment for the replacement of required similar items.

1A REG 37-10 - Receipts and Issuance of Suballotments and Obligation Authorities
Purpose: Prescribes First US Army policy for receipt and issue of suballotments and obligation authorities.

1A REG 37-11 - Recurring Authority to Cite Next Fiscal Year Funds
Purpose: Prescribes CONARC and First US Army policy concerning the citation of accounting classifications of the next fiscal year.

1A REG 37-12 - Adjustments of Dissimilar Codes
Purpose: Prescribes First US Army policy concerning processing action for a single line requisition when subsequent documents reflect changes in mat cats and source of supply codes.

REGULATIONS - ACCOUNTING POLICY AND PROCEDURES BRANCH - Continued

1A REG 37-13 - Report of Status of Approved Operating Budget (RCS CSCFA-218)(MIN)
Purpose: Furnishes accounting policy and procedures for preparation of subject report; and mechanized procedures, punch cards, and UNIVAC-1005 machine processing instructions and set-up charts for Parts I and II of report.

1A REG 37-14 - Mechanized Procedures - Current Month Cash and Interfund Transactions
Purpose: Prescribes procedures, not otherwise covered in 1A REG 37-4 and AR 37-151, for submission of data to conform with CINFARS, in the form of machine listings and punched cards for Monthly Cash Transactions - SF 1097 and Interfund Transactions - SF 1097.

1A REG 37-16 - Maintenance of Real Property Facilities
Purpose: Accounting and reporting instructions for Maintenance of Real Property Facilities (MRPF).

1A REG 37-20 - Reimbursement of Meals
Purpose: Procedures for cross-service reimbursement for meals furnished between the US Army and other services and departments.

1A REG 37-22 - Accounting Policy for First US Army Branch Offices CONARC Division, Army Stock Fund
Purpose: Policies and procedures to accomplish Stock Fund accounting requirements for First US Army Branch Officer, CONARC Division, Army Stock Fund.

1A REG 37-23 - Branch Office Reporting Instructions for CONARC Division Army Stock Fund
Purpose: Prescribes policy and procedures for Army Stock Fund reporting requirements.

1A REG 37-28 - Financial Surveillance Program
Purpose: Establishes a Financial Surveillance program in accordance with CONARC msg, ATCOM-F, 10 Sep 65 (NOTAL), subject: Financial Accounting Surveillance and Liaison Programs.

CIRCULARS
ACCOUNTING POLICY AND PROCEDURES BRANCH

1A CIR 37-2 - Army Stock Fund Cash Requirements
Purpose: Prescribes criteria for determining a cash violation of Revised Statutes 3679 of the Army Stock Fund (ASF) Division, and procedures for controlling ASF Cash.

1A CIR 37-12 - Costs of POL Products Issued to Transient Military Vehicles and Aircraft
Purpose: Applies to costs incurred for issuance of POL to transient military vehicles and aircraft assigned to First US Army installations and activities.

1A CIR 37-22 - Maintenance of First US Army Regulations and Circulars
Purpose: Contains list of 1A Circulars and 1A Regulations for Accounting Divisions within Finance and Accounting Office

1A CIR 37-41 - Support of RVNAF and FWMAP in Vietnam and Local Forces in Laos and Thailand - RCS DD COMPT (Q) 1013 (Formerly RCS DD COMPT Q 871)
Purpose: Prescribes the quarterly reporting requirements for the support of RVNAF and FWMAP in Vietnam and Local Forces in Laos and Thailand.

1A CIR 37-43 - Accounting and Reporting for Accrued Expenditures and Revenues
Purpose: Quotes in part DA msg 050129Z May 71 from DACA-FIS-A, giving changes to DA Circular 37-62, 19 August 1970.

1A CIR 37-45 - Delinquent Outstanding Accounts Receivable
Purpose: Re-establishes procedures for proper recording, review, follow-up and reporting of all delinquent outstanding accounts receivable owed US government.

1A CIR 37-46 - Changes to BASOPS Financial User Manual
Purpose: Quotes DA msg 081730Z Oct 71 from DACA-FIS-F making changes to BASOPS User Manual.

1A CIR 37-47 - Interim Change to AR's 37-108 and AR 37-100
Purpose: Makes changes to AR 37-100 and AR 37-108 effective 1 January 1972.

CIRCULARS - ACCOUNTING POLICY AND PROCEDURES BRANCH - Continued

1A CIR 37-48 - Delinquent and Uncollectible Accounts, Transfer and Charge-Off of Accounts Receivable
Purpose: Quotes DA msg 211542Z Jan 72 from DACA-FIS-PF concerning subject.

CONUSA SURVEY FORM

FUNCTIONAL AREA Acctg Policy & Procedures

POINT OF CONTACT Mr. Bill Frey

NAME OF OFFICE Acctg Policy & Procedures Branch
Finance & Acctg Div, DCSCOMPT

TELEPHONE 3259

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
1. Development of Acctg policy & procedures and providing guidance and assistance to subordinate installations. Includes proponency for regulations/ circulars, and processing reports of violation under AR 37-20.	A,D,E	2,3,4	2	2	3	Overall recognized requirement for this branch is 12. Since only 7 spaces are authorized, personnel are utilized for priority projects as they occur. For example: At the time of the survey, the 4 people allocated for the Command Accounting Surveillance Program were working on the ISO sub-function to assist installations in implementation of BASOPS.
2. Responsible for the Command Accounting Surveil-ance Program. Includes equirement for annual acctg surveillance visits to subordinate Class I Installations.	A,D,E,F,G	2	4	4	3	
3. Serves as Information Systems Office (ISO) and ADP contact point with F&AO. Assists in implementation of ADP system.	A,D,E	2,3,4	1	1	3	

B-I-B

APPENDIX II - ACCOUNTS OFFICE OPERATION

1. The Accounts Office Branch of the Finance and Accounting Division, DCSCOMPT, FUSA, is an operational type activity responsible for receipt, reconciliation and consolidation of all financial accounting reports received from the installation and for preparation of all FUSA financial accounting reports submitted to CONARC, DA, and other military departments. Title, RCS, Authority and other information concerning these reports are shown on the CONUSA Survey Reports Collection Form at Tab A. Separate lists have been prepared for (a) reports received from the installation, consolidated and dispatched by FUSA under the same Reports Control Symbol (RCS) and (b) those reports prepared by FUSA under an RCS different from installation reports. Reports in the first list which provide input to the second group have been cross referenced in the remark column of the survey form.

2. FUSA does not impose any unique reporting requirements upon the installations other than to provide input for reports required by DA and CONARC. Of the 52 reports prepared by the accounts office, 42 are submitted direct to US Army Finance and Comptroller Information Systems Command (FINCISCOM), DA. Information copies of most of these reports are furnished CONARC. Five reports are furnished direct to CONARC only. Forty-two of the reports (not the same 42 referenced above) that are consolidated and/or prepared from other reports input are prepared in part or fully by automated means. Reports flow from installation level to DA is depicted at Tab B.

3. Major functions of the Accounts Office Branch are divided into separate organizational elements as follows:

a. Reports Analysis Section: This section is responsible for receipt, reconciliation, and consolidation/preparation of 18 of the 52 reports prepared by the accounts office. This function is primarily involved with current month activity for disbursement, collections and cash accountability. Reports are reviewed for completeness and validity and reconciled against previously established control totals. Reports are then consolidated and/or data extracted for preparation of other reports. This work is accomplished by a combination of automated and manual procedures.

b. Operating Agency Section: This section is responsible for receipt, reconciliation and consolidation/preparation of 21 of the 52 reports prepared by the accounts office. This function is primarily involved with fund and obligation type reports. Review and processing procedures are essentially the same as used by the Reports Analysis Section. An additional function of the Operating Agency Section is maintenance of the Command Fund Ledgers which reflect the fund activity at installations and Army level.

c. Stock Fund Section: This section is responsible for receipt, reconciliation and consolidation/preparation of eight stock fund reports received from Class I installations and five fund/obligation type reports received from Fort Monroe, covering operation of HQ CONARC. In this connection the FUSA Accounts Office has been designated as the servicing accounts office for special operating agency 59 funds allotted by CONARC.

4. There are no management type functions being performed by the Accounts Office Branch, other than occasional staff visits to installations to provide guidance and assistance as required.

5. The Accounts Office Branch does not directly support Reserve Component activities. All financial reports covering Reserve Component activities are prepared and submitted to the accounts office by those installations providing finance and accounting support.

6. A requirement for 28 personnel has been recognized for the Accounts Office Branch; however, only 23 spaces have been authorized. Current actual strength is 22. A breakout of personnel utilization by major function is shown on the CONUSA Survey Form at Tab C.

Tabs
A - Reports Collection Form
B - Financial Accounting Reports
C - CONUSA Survey Form

B-II-A

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSCOMPT
DIVISION Finance & Accounting
BRANCH Accounts Office Operations
SECTION

DATE OF INTERVIEW 18 April 1972

FUNCTIONAL AREA(S) Finance & Accounting

NAME OF INDIVIDUAL CONTACTED Mr. S. Kaufman

PHONE # 4008

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
(1)	Summary Report of Net Disb/ Collections	CSCAA-111	X	Cards	F & AO	AR 37-108	No	No	*	1A Reg 37-14
(2)	Transactions for Others	CSCAA-110	X	Cards	"	"	"	"		
(3)	Statement of Transactions	None	X	Cards	"	"	"	"		1A Reg 37-14
(4)	Weekly Navy Vouchers	None	X	Cards	"	"	"	"		
(5)	Net/Exp/Reimb and Related Cash Transactions	CSCAA-215	X	Cards	"	AR 37-108 DA Msg	"	"		1A Circ 37-16
(6)	Cash Expenditures Current FY	CSCAB-2431	X	Cards	"	AR 37-108 DA Msg	"	"		1A Msg 0616112 4/72
(7)	Project Expidite	DDCOMPT 1136	X		"	"	"	"		1A 0616132 4/72
(8)	Report of Services Rendered to State, Local units of Gov	DDCOMPT 1031	X		"	AR 37-27	"	"		
(9)	Family Maintenance-Housing Cost	CSCFA-217	X		"	AR 37-108	"	"		

CONUSA Survey (cont)

	(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition						Personnel			
	Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
(1)	No	No	Yes		See Remarks						Input to RCS's 113, 119, C1L0, 1110, 1047
(2)	"	"	"		"						Input to RCS's 113, 119
(3)	"	"	"		"				12	11	Used to zero balance station detail [illegible]t
(4)	"	Yes	"		Navy				12	11	Input to RCS's 113 and weekly Navy Report
(5)	"	No	Consld		FINCOM				12	11	
(6)	"	"	"		"				12	11	
(7)	"	"	"		"				12	11	
(8)	"	"	"		"				12	11	
(9)	Yes LOG	"	"		"				12	11	

B-II-A-3

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSCOMPT
DIVISION Finance & Accounting
BRANCH Accounts Office Operations
SECTION

DATE OF INTERVIEW 18 April 1972

FUNCTIONAL AREA(S) Finance & Accounting

NAME OF INDIVIDUAL CONTACTED Mr. S. Kaufman

PHONE # 4008

	(a) Title/Name of Report	(b) RCS	(c) m	(c) s	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
(10)	Current Month Collections-Disbursements	None	X	Cards	F & AO	AR 37-108	No	No	*	1A Reg 37-14
(11)	International Balance of Payments	CSCFA-239	X		"	AR 37-109	"	"		
(12)	Statement of Accountability	CAO-1002	X		"	AR 37-103	"	"		
(13)	Decentralized Transmittal Letter	None	X		"	AR 37-108	"	"		1A Reg 37-14
(14)	Schedule of Transactions for Others	AF-C146	X		"	"	"	"		"
(15)	Summary Schedule of Transactions Air Force Allotments	AF-C143	X		"	"	"	"		"
(16)	Transfer Summary Vouchers	None	X	Cards	"	"	"	"		"
(17)	Airmen's Deposit and Payments	HAF-C118		Cards	"	AR 37-108 & AR 37-151	"	"		

CONUSA Survey (cont)

	(j) Use	(k) Fwd	(l) Disposition Input	(m) Retained	(n) Fwd to	(o) Rpts to Inst	(o) Initiated by	(p) Personnel Rqmt	(p) Personnel Auth	(p) Personnel Actual	(q) Remarks
(10)	No	No	Yes		See	Remarks			12	11	Inputs to RCS's 113, 119, C140, 110, 1047
(11)	"	"	Consld		FINCISCOM				12	11	
(12)	"	"	"		"				12	11	
(13)	"	"	Yes		See	Remark			12	11	Inputs to RCS's 113, 119
(14)	"	"	"		"				12	11	Inputs to RCS's 113, C140
(15)	"	"	"		"				12	11	Inputs to RCS's 113, C140
(16)	"	"	"		"				12	11	Inputs to RCS's 113, 119
(17)	"	"	Consld		A F	DENVER			12	11	

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSCOMPT
DIVISION Finance & Accounting
BRANCH Accounts Office Operations
SECTION

DATE OF INTERVIEW 18 April 1972

FUNCTIONAL AREA(S) Finance & Accounting

NAME OF INDIVIDUAL CONTACTED Mr. S. Kaufman

PHONE # 4008

B-II-A-5

	(a) Title/Name of Report	(b) RCS	(c) m	(c) s	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
(18)	Proceeds - Expenses - Disposable Property, Lumber, Timber	DDCOMPT-1029	X		F & AO	AR 37-108 AR 37-151	No	No	*	
(19)	Status of Allotments	CSCFA-216	X	Cards	"	AR 37-108	"	"		1A Reg 37-4
(20)	Status of Reimbursements	CSCAA-112	X	Cards	"	"	"	"		"
(21)	Status of Approved Operating Budget	CSCFA-218	X	Cards	"	DAPAM-37-6	"	"		1A Reg 37-13
(22)	Obligations by Object Class	CSCFA-212	X	Cards	"	AR 37-108	"	"		1A Reg 37-4
(23)	Selected Balances for Accrual Reporting	None	X	Cards	"	DA Msg	"	"		"
(24)	Report of Direct Obligations	CSCAB-228	X		"	"	"	"		
(25)	Flash Report on Military Personnel Strength	CSCAB-242	X		"	DAPAM 37-6	"	"		1A 37-2
(26)	Financial Status of Modern Volunteer Army	CSCAB-285	X	Cards	"	CONARC Program	"	"		

CONUSA Survey (cont)

	(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition						Personnel			
	Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
(18)	No	No	Consld		FINCINCOM				12	11	
(19)	Yes Bud	No	Yes		See Remarks				6	6	Inputs to RCS's 114, 115, 116, 147
(20)	No	"	"		"	"			6	6	Inputs to RCS's 118
(21)	ALL STAFF	"	Consld		FINCINCOM, CONARC,		Dir of Bud		6	6	
(22)	ALL STAFF & Bud	"	"		"	"			6	6	
(23)	No	"	"		"	"	"		6	6	
(24)	Yes Bud	"	"		"	"	"		6	6	
(25)	No	"	"		"	"	"		6	6	
(26)	Yes Bud	"	"		FINCINCOM, CONARC				6	66	

CONUSA Survey (cont)

(r) CONARC Disposition
(21) Information copy received, consolidated and distributed to CONARC staff.
(22) Information copy received, returned for review as required.
(24) Information copy received, obligations consolidated and distributed to CONARC staff for review.
(25) Consolidated and forwarded to DA.
(26) Review, consolidation and retention.

B-II-A-8

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSCOMPT
DIVISION Finance & Accounting
BRANCH Accounts Office Operations
SECTION

DATE OF INTERVIEW 18 April 1972

FUNCTIONAL AREA(S) Finance & Accounting

NAME OF INDIVIDUAL CONTACTED Mr. S. Kaufman

PHONE # 4008

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
(27)	nancial Stauts of Flash MVA	CSCAB-285	X		F & AO	CONARC Program	No	No	*	
(28)	Use of Excess, near Expess of US owned Foreign Currency	DDCOMPT-1474	X		"	AR 37-39	"	"		
(29)	Report of Man Years & Personnel Cost for Civ Employees	BUDGET-1077	X	Cards	"	DA Ltr	"	"		
(30)	Schedule of Maintenance Real operty Facilities	None	X		"	AR 37-17 AR 37-151	"	"		
(31)	Schedule of limit listing-status of Allocations	None	X		"	"	"	"		
(32)	Schedule of Map Funds (1080) by RCN	None	X	Cards	"	AR 37-108 DA Msg	"	"		
(33)	Expenses in Support of Republic of Vietnam	DDCOMPT-1013	X		"	DA Msg	"	"		

CONUSA Survey (cont)

	(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition							Personnel		
	Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
(27)	Yes Bud	No	Consdd		CONARC, FINCNCOM				6	6	
(28)	No	"	"		FINISCOM WASH				6	6	
(29)	"	"	"		"	"			6	6	
(30)	Yes Bud	"	"		FINCISCOM, CONARC,		Dir of Bud		6	6	
(31)	No	"	"		"	"			6	6	
(32)	"	"	"		"				6	6	
(33)	Yes Bud	"	"		"	"	"		6	6	

CONUSA Survey (cont)

(r) CONARC Disposition
(27) Review, consolidation and retention.
(30) Information copy received and distributed to staff for review.
(31) Information copy received (Memo data part of CSCFA 218) distributed to staff.
(32) Information copy received (part of quarterly CSCAA 116), distributed to Estimates and Operations Branch for review.

B-II-A-11

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSCOMPT
DIVISION Finance & Accounting
BRANCH Accounts Office Operations
SECTION

DATE OF INTERVIEW 18 April 1972

FUNCTIONAL AREA(S) Finance & Accounting

NAME OF INDIVIDUAL CONTACTED Mr. S. Kaufman

PHONE # 4008

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
(34)	..nedule of Unliquidated Obligations	None	X	Cards	F & AO	Year End Ltr	No	No	*	
(35)	Fixed Assets Material with Contractors	CSCAA-192	X		"	CON Reg 37-100 & AR 735-20	"	"		
(36)	Federal Outlay Army	CSCAB-289	X		"	DA Msg	"	"		
(37)	..y Stock Fund Management Report	CSGLD-1115	X	Cards	"	CON Reg 37-108	"	"		IA Reg 37-23
(38)	Obligations by Object Class (Stock Fund)	CSCFA-212	X	Cards	"	AR 37-108 & AR 37-151	"	"		"
(39)	Reimbursable Issues Statement 6	DDCOMPT-1032	X		"	CON Reg 37-108	"	"		"
(40)	General Ledger Trial Balance	ATCOM-77	X	Cards	"	"	"	"		"

CONUSA Survey (cont)

	(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition							Personnel		
	Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
(34)	Yes LOG	No	Consld		CONARC, FINCISCOM				6	6	
(35)	No	"	"		"				6	6	
(36)	Yes Bud & LOG	"	"		OCA				3	3	
(37)	Yes Bud & LOG	"	"		FINCISCOM, CONARC				3	3	
(38)	Yes Bud & LOG	"	"		"	"			3	3	
(39)	Yes Bud & LOG	"	"		CONARC				3	3	
(40)	Yes Bud & LOG	"	"		"				3	3	

CONUSA Survey (cont)

	(r) CONARC Disposition
(34)	Information copy received, consolidated and distributed to staff for review.
(35)	Data is consolidated and forwarded to HQ USAMC, ATTN: AMCCP-FG, Additional copies are addressed to DA DCSLOG, ATTN: Supply Management Division, Stock Fund Branch and OCA (ATTN: Chief, Property Accounting Division). The content of this report has been reduced by Change 6 to AR 735-20, effective 15 May 1972. Data is not used at HQ CONARC other than to consolidate and forward.
(37)	Monthly reports from CONUSA's and MDW are consolidated and forwarded to DA DCSLOG and HQ AMC. Copies are also furnished to HQ DA (DASG-DDL) and HQ DA (DACA-FIO-D). The report provides statistical data by materiel category for comparing actual operations against the approved operating program. This report is used mainly by CONARC DCSLOG for management of the financial aspects of the Stock Fund. DCSCOMPT CONARC uses the 1115 for Cash Analysis purposes.
(38)	Annual submission only of this report is used to prepare Department of the Army Annual Stock Fund Budget Estimates.
(39)	Reports from CONUSA's and MDW are consolidated and forwarded to DA as part of the quarterly report to HQ DA (DACO-FRS) (required by Chapter AR 37-111). The report is used to compare actual reimbursable sales from stock fund to the forecasts of such sales. Used by Budget Divisic for analysis purposes.
(40)	Data is used to prepare statements required in quarterly report. (Statements required by Chapter 6, AR 37-111). Quarterly report is forwarded to HQ DA (DALO-FRS). (Required by Chapter 6, AR 37-111.)

B-II-A-14

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSCOMPT
DIVISION Finance & Accounting
BRANCH Accounts Office Operations
SECTION

DATE OF INTERVIEW 18 April 1972

FUNCTIONAL AREA(S) Finance & Accounting

NAME OF INDIVIDUAL CONTACTED Mr. S. Kaufman

PHONE # 4008

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
(1)	...my Stock Fund Narrative Analysis	DDCOMPT-1032	X		F & AO	CON Reg 37-108	No	No	*	1A Reg 32-23
(2)	Post Closing General Ledger Trial Balance	ATCOM-77	X	Cards	"	"	"	"		"
(3)	Status of Allotments	CSCFA-216		Cards	"	AR 37-108	"	"		1A Reg 37-4(0459)
(4)	Status of Reimbursements	CSCAA-122		Cards	"	"	"	"		"
(5)	Status of Approved Operating ...iget	CSCFA-218		Cards	"	DAPAM 37-6	"	"		"
(6)	Schedule of Map Funds by RCN	None		Cards	"	AR 37-151 & AR 37-108	"	"		"
(7)	Obligations by Object Class	CSCFA-212		Cards	"	"	"	"		"
(8)	Obligations by Object Class within Primary/sub	ATCOM-73		Cards	"	CON Reg 37-108	"	Yes		"
(9)	Schedule of Unliquidated Obligations	None		Cards	"	Year End Cir	"	No		"

CONUSA Survey (cont)

	(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
			Disposition						Personnel		
	Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
(41)	Yes Bud & LOG	No	Consld		CONARC				3	3	
(42)	Yes Bud & LOG	"	"		"				3	3	
(43)	No	"	Yes		See Remarks				3	3	Inputs to RCS's 116
(44)	"	"	"		"	"			3	3	Inputs to RCS's 118
(45)	"	"	Consld		FINCISCOM, CONARC, Dir of Bud				3	3	
(46)	"	"	"		"	"	"		3	3	
(47)	"	"	"		"	"	"		3	3	
(48)	"	"	"		CONARC				3	3	
(49)	"	"	"		FINCISCOM, CONARC				3	3	

CONUSA Survey (cont)

(r) CONARC Disposition

(41) Narrative analyses received from CONUSA's and MDW are analyzed for factors affecting the CONARC Division of the Army Stock Fund. Input is then furnished to CONARC DCSLOG who prepares a complete narrative analysis and forwards to HQ DA (DALO-FRS). The report provides explanatio of deviations from program, spotlights trends and may call attention to trouble spots or recommend management action.

(42) Data is used to prepare annual stock fund report and to certify fund balances. (Statements are required by Chapter 6, AR 37-111). Th annual report is submitted to Department of the Army, DCSLOG, ATTN: LOG/SD-SS1B.

(43) Information copy received, consolidated and distributed to staff for review.

(44) Information copy received, consolidated and distributed to staff for review.

(45) Information copy received, consolidated and distributed to staff for review.

(46) Information copy received (part of quarterly CSCAAAB), distributed to Estimates and Operations Branch for review.

(47) Information copy received, returned for review as required.

(48) Copies received direct from Armies, consolidated and sent to staff for review.

(49) Information copy received, part of CSCFA 218, consolidated and distributed to F&A and E&O.

B-II-A-17

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSCOMPT
DIVISION Finance & Accounting
BRANCH Accounts Office Operations
SECTION

DATE OF INTERVIEW 18 April 1972

FUNCTIONAL AREA (S) Finance & Accounting

NAME OF INDIVIDUAL CONTACTED Mr. S. Kaufman

PHONE # 4008

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
(50)	Obligation by Object Class with primary prog	ATCOM-23	X	Cards	F & AO	CON Reg 37-108	No	Yes	*	1A Reg 37-4
(51)	Status of Funds Army Stock Fund	CSCAA-181	X	Cards	"	AR 37-152	"	"		"
(52)	Statement of Interfund Transaction	TREAS-1061	X		"	AR 37-12	"	"		

* Corrective action is taken as appropriate and coordinated with installations.

CONUSA Survey (cont)

	(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
			Disposition						Personnel		
	Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
(50)	No	Yes	Consld		CONARC				6	6	
(51)	Yes LOG	No	"		FINCOMCOM, CONARC				3	3	
(52)	No	"	No		See Remarks				12	11	Used to Balance other Reports

CONUSA Survey (cont)

(r) CONARC Disposition

(50) Copies received direct from Armies, consolidated and sent to staff for review.

(51) Data is used to maintain informal records pertaining to status of sub-home office cash. The report is forwarded from accounts offices to HQ DA (DACA-FIS-Z) with a copy to CONARC DCSCOMPT. It provides data applicable to obligations, disbursements, reimbursable transactions, ar other cash transactions in CONARC Division, Army Stock Fund.

B-II-A-20

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSCOMPT
DIVISION Finance & Accounting
BRANCH Accounts Office Operations
SECTION

DATE OF INTERVIEW 18 April 1972

FUNCTIONAL AREA(S) Finance & Accounting

NAME OF INDIVIDUAL CONTACTED Mr. S. Kaufman

PHONE # 4008

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
	Reports prepared by First US Army									
(1)	Consolidated Statement of Transactions	CSCAA-113		Cards		AR 37-151	No	No	*	
(2)	Summary of Intercommand Financial Activity	CSCAA-119		Cards		"	"	"		
(3)	Air Force Cross Disbursing Data	HAF-C140		Cards		"	"	"		
(4)	Transactions for Defense Agencies	OSD-1110		Cards		"	"	"		
(5)	Navy Marine Corps Transactions	None		Cards		"	"	"		
(6)	Coast Guard Transactions	TREAS-1047		Cards		"	"	"		
(7)	Status of Allocations Current Fiscal Year	CSCAA-114	X	Cards		"	"	"		

CONUSA Survey (cont)

	(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
			Disposition					Personnel			
	Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
(1)	No	Yes			FINCISCOM				12	11	Input provided by RCS's 111, 110, C1h6, Navy Vou Curr Mo Coll & Disb, Dec Trans LT
(2)	"	"			ALL CITED OA's				12	11	Input provided by RCS's 111, 110, Curr Mo Disb & Coll, Dec Trans LTR, C1h3
(3)	"	"			FINCISCOM				12	11	Input provided by RCS's 111, 110, Curr M Disb & Coll, Dec Trans LTR, C1h3
(4)	"	"			CITED OSD AGENCY				12	11	Input provided by RCS's 111
(5)	"	"			NAVY DEPT				12	11	" " " Navy Vouchers
(6)	"	"			FINCISCOM				12	11	Curr Mo Disb " " " RCS's 111 & Coll
(7)	Yes Bud	"			DA, FINCISCOM, CONARC				12	11	" " " " 216

CONUSA Survey (cont)

(r)
CONARC Disposition

(7) Information copy received, data extracted and distributed to analysts for review

B-II-A-23

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSCOMPT
DIVISION Finance & Accounting
BRANCH Accounts Office Operations
SECTION

DATE OF INTERVIEW 18 April 1972

FUNCTIONAL AREA(S) 4008

NAME OF INDIVIDUAL CONTACTED Mr. S. Kaufman

PHONE #

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
(8)	atus of Allocations Prior Fiscal Year	CSCAA-115	X	Cards		AR 37-151	No	No	*	
(9)	Status of Military Assistance Program Allocations	CSCAA-116	X	Cards		"	"	"		
10	Status of Reimbursements - DA's	CSCAA-118	X	Cards		"	"	"		
11	Status of Allocations - No year Funds by Progy	CSCAA-117	X	Cards		"	"	"		
12	hedule of Family Housing by Program Year	None	X			"	"	"		
13	Addendum to Status of Allocation	None	X			"	"	"		
14	Status of Reimbursements	OSCAA-118		Cards		"	"	"		

CONUSA Survey (cont)

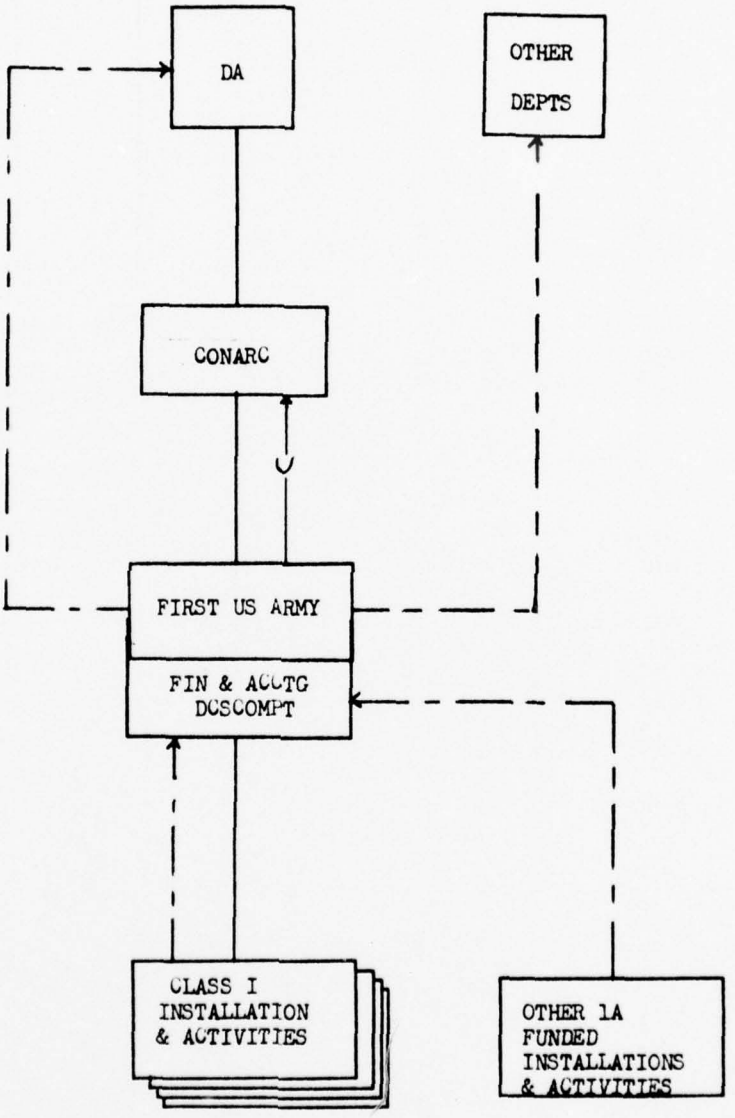
	(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
			Disposition					Personnel			
	Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
(8)	Yes Bud	Yes			DA, FINCISCOM, CONARC				6	6	Input provided by RCS's 216
(9)	" "	"			"	" "			6	6	" " " " 216
(10)	"	"			"	" "			6	6	" " " " 112
(11)	"	"			"	" "			6	6	" " " " 216
(12)	Yes Bud	"			FINCISCOM, CONARC				6	6	" " " " 216
(13)	Yes LOG	"			"	"			6	6	" " " " 216
(14)	No	"			"	"			3	3	" " " " 112

CONUSA Survey (cont)

(r) CONARC Disposition
(8) Information copy received, filed for internal use in redistribution of prior year funds.
(9) Information copy received, filed for reference as required.
(10) Information copy received, data extracted for distribution to analysts for review.
(11) Information copy received, filed for reference as required.
(12) Information copy received as part of CSCAA-114, distributed to staff.
(13) Replaced by memo schedules submitted with CSCFA-218.
(14) Information copy received, data extracted for distribution to analysts for review.

FINANCIAL ACCOUNTING REPORTS

CURRENT FLOW



Command

Reports Flow

Info Copy of Reports
+5 Other Reports

CONUSA SURVEY FORM

FUNCTIONAL AREA Finance & Accounting

POINT OF CONTACT Mr. S. Kaufman

NAME OF OFFICE Accounts Office Branch
Finance & Acctg Div, DCSCOMPT

TELEPHONE 4008

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
(1) Provides Administration and Supervision for the Accounts Office Branch	A,D,E	2	2	2	3	
(2) Rpts Analysis Sec: Receive, Reconcil & Consol/Prepare Acctg Rpts related to current month disbursements, collections & cash accountability	A,B,C,G	2,3,4	12	11	3	
(3) Operating Agency Sec: Receive, Reconcile & Consol/Prepare Acctg Rpts related to Status of Funds	A,B,C,G	2,3,4	6	6	3	
(4) Stock Fund Sec: Receive, Reconcile & Consol/Prepare Stock Fund Rpts & OA59 (HQ,USCONARC) Status of Funds Rpts	A,B,C,G	2,3,4	3	3	3	

APPENDIX III - FINANCE SERVICES

1. The Finance Services Branch of the Finance and Accounting Division, DCSCOMPT, FUSA, is a staff type activity exercising staff supervision over and providing advisory services to 13 Class I installation Finance and Accounting Offices, two Class B Agent Finance Offices and three Finance Sections. Major functions of this Branch are:

a. Supervises, provides guidance, and assists installations concerning entitlements to and disbursement of military pay and allowances, civilian pay, travel allowances, and commercial accounts. This includes interpretation of legislation and regulations and dissemination of same, as well as the publication of FUSA regulations covering examination (entitlement) and pay functions. A list of these publications and their purpose is at Tab A. Included also is the administration of the Quality Assurance Program and the Savings Bond Program.

b. Reviews Reports of Survey (losses of government property) received from Active Army and Reserve Component activities within the FUSA area. Determines final action to be taken on all reports of survey prepared by Reserve Components and on those over $5,000 pertaining to Active Army activities; final action includes establishing pecuniary liability and directing collection action.

c. Other miscellaneous functions such as: determination of area support responsibilities pertaining to pay of Active Army and Reserve Components, review and approval on requests from disbursing activities for authority to keep cash on hand, review and recommend action on requests for banking facilities, and review and make recommendation of reports of investigations and board proceedings for losses of appropriated funds.

2. The Finance Services Branch is responsible for the receipt, consolidation and forwarding of three installation originated reports. A list of these reports and their use, disposition, authority, etc., is attached at Tab B. No CONUSA unique reports are imposed on the installations by Finance Services Branch nor are any reports originated for submission to higher headquarters.

3. The Finance Services Branch provides direct support to Reserve Components in connection with reports of survey submitted by Reserve and National Guard units. Reports of survey flow through the Reserve Component command channel (e.g., ARCOM, State Adjutant General) direct to FUSA. This flow is depicted at Tab C. As appropriate, collection action is directed down the same channels. Indirect support to Reserve Components is provided as a result of the guidance and procedures furnished Class I installations which support Reserve Components (see applicable regulations and circulars at Tab A).

4. A requirement for nine personnel has been recognized for the Finance Services Branch. However, only six spaces have been authorized for this function. Current actual strength is also six. A breakout of personnel utilization by major functions is shown on the CONUSA Survey Form at Tab D.

Tabs

A - FUSA Regulations and Circulars
B - Reports Collection Form
C - Reports of Survey
D - CONUSA Survey Form

FIRST US ARMY REGULATIONS AND CIRCULARS
FINANCE & ACCOUNTING OFFICE
DCSCOMPT
FINANCE SERVICES BRANCH

1A Reg 37-7 - Payment to Reserve Component Personnel.
Purpose: Outlines responsibilities of selected installations within the command relative to finance services to be provided Reserve Components personnel within the FUSA area and the District of Columbia. Provides related procedural guidance.

1A Supplement 1 to AR 11-37 - Military Pay Administration Quality Assurance Program.
Purpose: Assigns responsibilities and provides guidance, administration and operation of the Quality Assurance Program at subordinate installations.

1A Supplement 1 to AR 37-103 - Finance and Accounting for Installations Disbursing Operations.
Purpose: Provides guidance and procedures relative to application for authorization to hold cash on hand.

1A Supplement 1 to AR 735-11 - Accounting for Lost Damaged and Destroyed Property.
Purpose: Provides guidance and procedures to Reserve Components relative to determining pecuniary liability for lost, damaged, or destroyed property.

1A Cir 37-49 - Reserve Components Annual Training Pay.
Purpose: Establishes and prescribes responsibilities and procedures in connection with the centralization of the mechanized payments of Reserve Components Annual Training Payrolls.

1A Reg 37-30 - Mechanized Payroll and Leave Accounting for Civilian Employees.
Purpose: To prescribe standardized procedures for processing pay applicable to civilian personnel assigned to or serviced by FUSA Class I Installations. NOTE: Finance Services Branch shows a dual responsibility with the Management Information Systems Office (MISO) in maintenance of this regulation.

106

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE Comptroller
DIVISION Finance & Accounting
BRANCH Financial Services
SECTION _____

DATE OF INTERVIEW _____

FUNCTIONAL AREA(S) _____

NAME OF INDIVIDUAL CONTACTED Major Hampton

PHONE # _____

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
(1)	Installation Quality Assurance Data Narrative	ATCOM-91 (RI)	X(Manual)		Finance Office	AR 11-37, Apr 69 w/CON Suppl, 12 Jan 69 & 1A Suppl 25 Jul 69;	No	No	Yes	(F.G.H.) Data on QA Progr applies Army-wide based o single military pay syste
(2)	DA Savings Program Report	RCS ISBC 1001	Manual		Finance Office & or savings Officer	AR 608-15, 2 Feb 72; CON Supplement to AR (tentative date 14 Apr 72); 1A Supplement to AR (will be published upon receipt of CON Supplement)	No	No	No	(F,G,H) Savings Program is the same Army-wide
(3)	Personnel Occupying Positions Covered by the Position Schedule Bond	TREAS - 1037 (Feeder)	X(Manual)		Finance Office	AR 600-13, Apr 71	No	No	No	(F,G,H) Position Schedule bond ing is applicable to all eleme alike

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
(1)Yes - provides a mangement tool	Yes	Yes	No	CONARC	None	CONARC	-1	1	-1	---
(2)Yes - To verify award of a citation, etc.	Yes	Yes	No	CONARC	-	DA	-1	-1	-1	---
(3)..	Yes	Yes	No	FCUSA	NONE	DA	-1	-1	-1	---

CONUSA Survey (cont)

(r)

CONARC Disposition

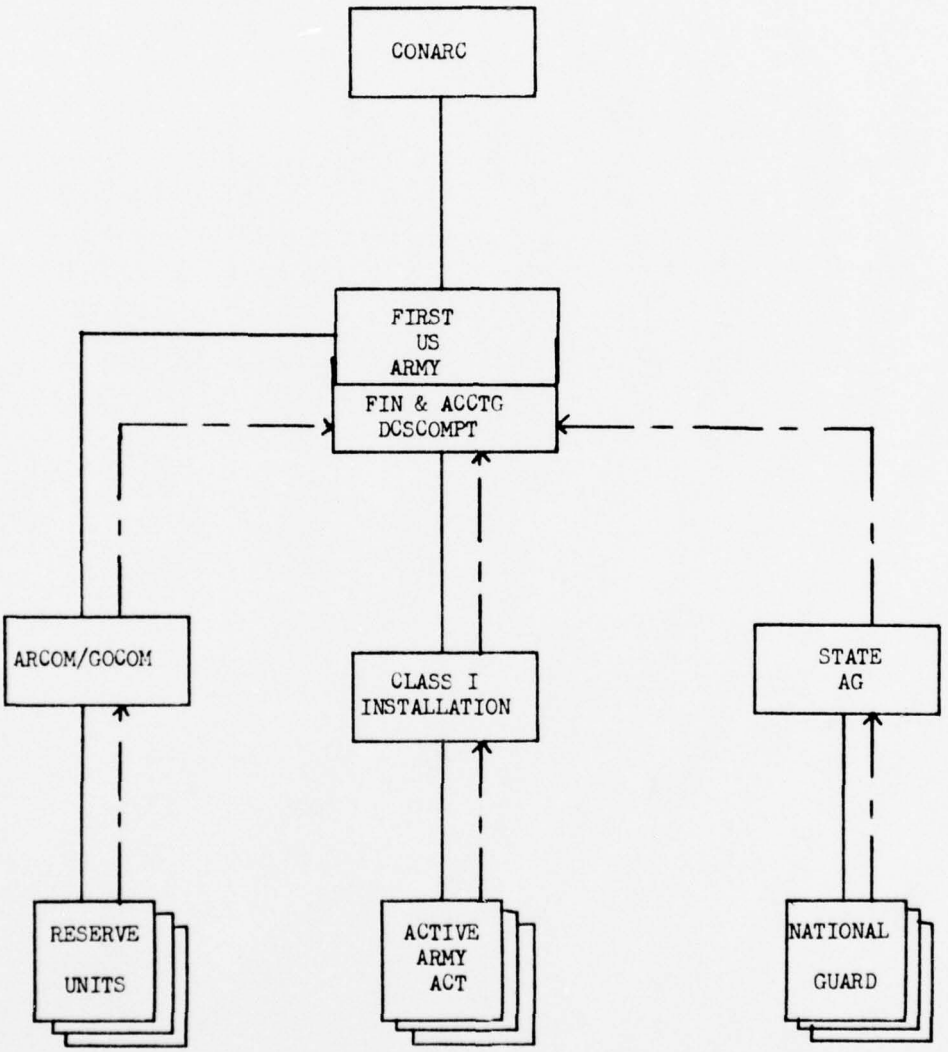
1. The ATCOM-91 report is used by CONARC Headquarters, Finance Branch, DCSCOMPT as a means of information from the Armies with emphasis on the conduct of special audit techniques being performed at installations, the personnel staffing problems being experienced, training deficiences and other areas which are deemed pertinent by the installation to reduce errors in the administration of military pay.

   The ATCOM-91 is analyzed and the data, which will enhance the administration of military pay, is compiled into a letter and forwarded to the Army Headquarters for their information and implementation if desired.

2. The DA Savings Report is received by this headquarters and compiled into a feeder report and forwarded to the Department of the Army.

REPORTS OF SURVEY

CURRENT FLOW



Command

Reports of Survey Flow

CONUSA SURVEY FORM

FUNCTIONAL AREA Finance Services

POINT OF CONTACT MAJ Hampton

NAME OF OFFICE Finance Services Branch
Finance & Acctg Div, DCSCOMPT

TELEPHONE 4083

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Supervises, provides guidance and assists installations concerning entitlements and disbursing activities, Savings Bond Program and Quality Assurance Program. Includes proponency for reports and circulars applicable thereto.	A,B,E,E,F, G	2,3,4,	4	4	3	
Reviews Active Army and Reserve Components Reports of Survey and determines final action to be taken.	A,B,D	2	1	1	3	This function is in direct support of Reserve Component activities. Reports of Survey flow through Reserve Component command channels direct to FUSA.

B-III-D

CONUSA SURVEY FORM

FUNCTIONAL AREA Finance Services

POINT OF CONTACT MAJ Hampton

NAME OF OFFICE Finance Services Branch
Finance & Acctg Div, DCSCOMPT

TELEPHONE 4083

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Determination of area support responsibilities, reviews and approves requests for authority to keep cash on hand, recommends action on requests for banking facilities and recommends action on reports of investigation and board proceedings for losses of appropriated funds.	A,B,D,E,F, G	2,3,4	1	1	3	

ANNEX C - HARDWARE

1. Observation.

a. All ADPE at FUSA headquarters is centrally located and is under the operational control of the Management Information Systems Office (MISO) with the exception of the communications center UNIVAC System, an IBM 029 punch card machine (PCM) in the Comptroller's Office, and an ASR 35 Teletype Terminal in the Provost Marshal's Office. The accountability of all ADPE at FUSA headquarters is the responsibility of the MISO.

b. The DA ADPE inventory lists were validated and copies are attached. There are two computer systems at FUSA headquarters: One Burroughs B 3500, and One UNIVAC 418/DCT 9000 System (AUTODIN Terminal). There is also a complex of PCM's, sorters, etc., in the MISO.

c. The current average utilization rate of the B 3500 is approximately 54% of the total time available for use. The average system utilization during the third quarter of Fiscal Year 72 was 359.2 hrs/mo. The DPI is presently running an average of 17 shifts per week.

d. Major improvements in effective B 3500 utilization are expected within the next three months because of the adoption of a job scheduling system now being used by Third Army HQ (3d Army B 3500 Production Control System). Preliminary estimates by FUSA DPA personnel indicate that the current B 3500 production workload will be accomplished in only 300 hrs/mo. instead of the present 359 hrs/mo. when the scheduling system is fully implemented. If these estimates are valid, the utilization time of the B 3500 will be reduced from the current average of 54% to 45% of the total system time available for processing.

e. The data collected on the "Current ADP Systems" forms (Appendix IV, Tabs A thru D) should be sufficient to determine the current system workload of the B 3500 and identify all automated applications in each functional area.

2. Conclusions. The B 3500 utilization is averaging 54% of the total time available for processing. Improvements in effective system utilization are expected as the Third Army developed production scheduler is fully implemented. Preliminary estimates indicate that the current average workload can be achieved in 45% of the total system time available for processing instead of the current 54%. The data collected in the "Current ADP Systems" forms are sufficient to determine the current workload of the B 3500 and identify all automated applications at FUSA in each functional area.

Appendices
- I - ADPE Accountability and Operational Control
- II - Burroughs B 3500 Utilization
- III - Improvements in B 3500 Effective Usage
- IV - FUSA HQ ADP Applications

APPENDIX I - ADPE ACCOUNTABILITY AND OPERATIONAL CONTROL

1. ADPE Accountability and Operational Control. Accountability for ADPE under AR 18-3 at FUSA headquarters is the responsibility of the Management Information Systems Office (MISO). The MISO also maintains operational control over all ADPE with the exception of the UNIVAC 418/DCT 9000 system at the FUSA Communication Center, an ASR 35 Teletype terminal in the Provost Marshal's Office, and a PCM at the Comptroller's Office. All ADPE, except those named above, is centrally located. There are two computer systems at FUSA headquarters: a Burroughs B 3500 and a UNIVAC 418/DCT 9000 system (AUTODIN Terminal). These computer systems provide support only for FUSA headquarters. No support is provided to the Post (Fort Meade).

2. ADPE Inventory Listing for FUSA headquarters. DA inventory list as of 31 December 1971 was verified with the FUSA MISO and the FUSA headquarters Communications and Electronics (C and E) Office. The list was updated to reflect the current ADPE Status (18 April 1972). Changes in the listing result from additions, deletions, exchanges, and errors since 31 December 1971. A copy of the inventory is attached as Tab A.

3. Burroughs B 3500 Configuration. The current B 3500 configuration at FUSA headquarters consists of 1 processor, 1 card reader, 1 card punch, 2 line printers, 9 magnetic tape drives, 10 disk file units, and a typewriter console. A configuration diagram is inclosed as Tab B.

TABS
A - Inventory
B - Burroughs B 3500 Configuration

ECS UADP-2

SIDA ADP INVENTORY BY DPI PAGE NO. 643

1ST UNITED STATES ARMY

SIDA MGMNT INFO SYSTEMS OFFICE FORT GEORGE G MEADE MARYLAND 20755

CLASS CODE	MFR	TYPE	MOD	SERIAL NUMBER	MACH SUPP	INST DATE	REL DATE	PUR DATE	OWNER CODE	PUR PRICE ($)	MAINT COST (MO)	RENTAL COST (MO)	ACQ CODE	FSS CODE	MAINT CODE	COM	LAST TRANS STATUS

TOTALS BY DPI	PIECES OF EQUIP	COMPUTERS	PUR PRICE ($)	MAINT COST (MO)	RENTAL COST (MO)
PURCHASED EQUIP	0	0	0	0	0
LEASED EQUIP	0	0	0	0	0
PROJECTED EQUIP	0	0	0	0	0

C-I-A

S104 ADP MANAGEMENT INFORMATION SYSTEM AS OF 31 DEC 1971

S104 ADP INVENTORY BY DPI PAGE NO. 644

S103 SYS ANL BR LOG MGT DIV DCSLOG FORT GEORGE G MEADE MARYLAND 20755

CLASS CODE	MFR	TYPE	MOD	SERIAL NUMBER	MACH SUPP	INST DATE	REL DATE	PUR DATE	OWNER CODE	PUR PRICE ($)	MAINT COST (MO)	RENTAL COST (MO)	ACQ CODE	FSS CODE	MAINT CODE	COM	LAST TRANS	STATUS
								0										

TOTALS BY DPI	PIECES OF EQUIP	COMPUTERS	PUR PRICE ($)	MAINT COST (MO)	RENTAL COST (MO)
PURCHASED EQUIP	0	0	0	0	0
LEASED EQUIP	0	0	0	0	0
PROJECTED EQUIP	0	0	0	0	0

S105

S100 1ST USA DATA PROCESSING CENTER FORT GEORGE G MEADE MARYLAND 20755

CLASS CODE	MFR	TYPE	MOD	SERIAL NUMBER	MACH SUPP	INST DATE	REL DATE	PUR DATE	OWNER CODE	PUR PRICE ($)	MAINT COST (MO)	RENTAL COST (MO)	ACQ CODE	FSS CODE	MAINT CODE	COM	LAST TRANS	STATUS
COMPUTER CONFIGURATION NUMBER 04					BUR		B3500		EXEMPTION CODE				NONE					
02	BUR	9371																
01	BUR	3501		0007752E		7009	U		GL	81300	0	1251	3		1		7010	
02	BUR	9392		0000e60W		7009	U		GL	27600	0	320	3		1		7010	
02	BUR	9392		0001642W		7009	U		GL	27600	0	320	3		1		7010	
02	BUR	9392		0001994W		7009	U		GL	27600	0	320	3		1		7010	
02	BUR	9392		0001993W		7009	U		GL	27600	0	320	3		1		7010	
02	BUR	9392		0001999W		7009	U		GL	27600	0	320	3		1		7010	
02	BUR	9392		0003632W		7009	U		GL	27600	0	320	3		1		7010	
02	BUR	9392		0008668W		7009	U		GL	27600	0	320	3		1		7010	
02	BUR	9392		0009201W		7009	U		GL	27600	0	320	3		1		7010	
03	BUR	3003		0004277E		7009	U		GL	1300	0	1162	3		1		7010	
03	BUR	3003		0004278E		7009	U		GL	1300	0	1162	3		1		7010	
03	BUR	3003		0004279E		7009	U		GL	1300	0	1162	3		1		7010	
(97Y.2) 05	BUR	9371	1	0004998E		7009	U		GL	31200	0	445	3		1		7010	
05	BUR	9372	15	0003604W		7009	U		GL	44000	0	573	3		1		7010	
05	BUR	9372	15	0003615W		7009	U		GL	44000	0	594	3		1		7106	
05	BUR	9372	15	00036156		7009	U		GL	44000	0	594	3		1		7012	
05	BUR	9372	15	0004809W		7009	U		GL	44000	0	573	3		1		7010	
05	BUR	9372	15	0005004W		7009	U		GL	44000	0	573	3		1		7010	
05	BUR	9372	1	0006917W		7009	U		GL	44000	0	573	3		1		7010	
05	BUR	9372	1	0008346E		7009	U		GL	44000	0	573	3		1		7010	
05	BUR	9372	6	0002037E		7009	U		GL	35100	0	448	3		1		7010	
05	BUR	9372	6	0004863E		7009	U		GL	35100	0	448	3		1		7010	
05	BUR	9372	6	0005107W		7009	U		GL	35100	0	448	3		1		7010	
05	BUR	9372	6	0005631E		7009	U		GL	35100	0	448	3		1		7010	
05	BUR	9372	6	0006865W		7009	U		GL	35100	0	448	3		1		7010	
05	BUR	9372	6	0006981E		7009	U		GL	35100	0	448	3		1		7010	
05	BUR	9372	6	0006947W		7009	U		GL	35100	0	448	3		1		7010	
07	BUR	3110		0007572E		7009	U		GL	2400	0	34	3		1		7010	
07	BUR	3212		0007573E		7009	U		GL	2400	0	34	3		1		7010	
07	BUR	3242		0007574E		7009	U		GL	3600	0	51	3		1		7010	
07	BUR	3242		0007575E		7009	U		GL	3600	0	51	3		1		7010	
07	BUR	3340		0007571E		7009	U		GL	4800	0	72	3		1		7010	
(97Y.2) 07	BUR	3674		0004285E		7009	U		GL	6000	0	118	3		1		7010	
20	BUR	9112		0001765D		7009	U		GL	21600	0	253	3		1		7010	
20	BUR	9213		0000421D		7009	U		GL	25400	0	308	3		1		7010	
28	BUR	9243		0001129D		7009	U		GL	53500	0	596	3		1		7010	
28	BUR	9243		0001133D		7009	U		GL	53500	0	596	3		1		7010	
31	BUR	3740	2	0007752E		7009	U		GL	700	0	13	3		1		7010	
31	BUR	9340		0004274E		7009	U		GL	2600	0	30	3		1		7010	
32	BUR	3373		0007566E		7009	U		GL	12000	0	192	3		1		7010	
32	BUR	3373		0007567E		7009	U		GL	12000	0	192	3		1		7010	

S100

CLASS CODE	MFR	TYPE	MOD	SERIAL NUMBER	MACH SUPP	INST DATE	REL	PUR DATE	OWNER CODE	PUR PRICE ($)	MAINT COST (MO)	RENTAL COST (MO)	ACQ CODE	FSS CODE	MAINT CODE	COM	LAST TRANS
32	BUR	3371	1	00076585		7009	U		GL	13200	0	213	3		1		7010
32	BUR	3393	1	00082115		7009	U		GL	18000	0	292	3		1		7010
32	BUR	3393	1	00084655		7009	U	O	GL	18000	0	292	3		1		7010
32	BUR	3474		00042935		7009	U		GL	9600	0	153	3		1		7102
32	BUR	3493		00043045		7009	U		GL	12000	0	194	3		1		7010

TOTALS BY CONFIGURATION	PIECES OF EQUIP	PUR PRICE ($)	MAINT COST (MO)	RENTAL COST (MO)
PURCHASED EQUIP	0	0	0	0
LEASED EQUIP	46	1165800	0	18410
PROJECTED EQUIP	0	0	0	0

COMPUTER CONFIGURATION NUMBER 05 UNI 418 EXEMPTION CODE NONE

UNI 0924 0000000115

*01	UNI	3010	13	00000254		6811	U		GL	95400	0	3045	3		1		7104
02	UNI	858	1	00002871		6811	U		GL	10500	0	365	3		1		7104
*02	UNI	858	1	00003030		6811	U		GL	17400	0	607	3		1		7104
20	UNI	2309		00002015		6811	U		GL	23000	0	715	3		1	3	7109
51	UNI	6600	8	00000509		6811	U		GL	31100	0	773	3		1		7104
56	UNI	2010	6	00000139		6811	U		GL	66200	0	2023	3		1		7105
*56	UNI	8525	4	00000131		6811	U		GL	41000	0	1169	3		1		7104

CON'T AT BOTTOM OF PAGE

TOTALS BY CONFIGURATION	PIECES OF EQUIP	PUR PRICE ($)	MAINT COST (MO)	RENTAL COST (MO)
PURCHASED EQUIP	0	0	0	0
LEASED EQUIP	7	284600	0	8698
PROJECTED EQUIP	0	0	0	0

UNASSOCIATED PCM AND OTHER EQUIPMENT

70	IBM	29	A12	000H2104		6902	U		GL	2400	0	48	3		1		6904
70	IBM	29	A12	000H2104		6902	U		GL	2400	0	48	3		1		6904
70	IBM	29	A12	000H2109		6902	U		GL	2400	0	48	3		1		6904
70	IBM	29	A12	000H2116		6902	U		GL	2400	0	48	3		1		6904
70	IBM	29	A12	000H2117		6902	U		GL	2400	0	48	3		1		6904
70	IBM	29	A12	000H2119		6902	U		GL	2400	0	48	3		1		6904
70	IBM	29	A12	000H2130		6902	U		GL	2400	0	48	3		1		6904
70	IBM	29	A12	000M8124		6912	U		GL	2400	0	48	3		1		6912
70	IBM	29	A12	000M8125		6912	U		GL	2400	0	48	3		1		6912
70	IBM	29	A12	000M8127		6912	U		GL	2400	0	48	3		1		6912
70	IBM	29	A12	000M8129		6912	U		GL	2400	0	48	3		1		6912
70	IBM	29	A12	000M8130		6912	U		GL	2400	0	48	3		1		6912
70	IBM	29	A12	000M8131		6912	U		GL	2400	0	48	3		1		6912
70	IBM	29	A12	000M8132		6912	U		GL	2400	0	48	3		1		6912
70	IBM	29	A12	0003B995		6803	U		GL	2400	0	48	3		1		7102
70	IBM	29	A12	0004B681		6803	U		GL	2400	0	48	3		1		7006
70	IBM	29	B22	0005B817		6709	U		GL	4100	0	79	3		3		7006
70	IBM	29	B22	0005B323		6709	U		GL	4100	0	79	3		3		7006

3100

CON'T FROM UNI 418, ABOVE

UNI 0711 0000002339
UNI 060H 0000000208
UNI 3030 9300002312
UNI 7007 0800002111

C-I-A-4

RCS DADP-2 ADP MANAGEMENT INFORMATION SYSTEM AS OF ~~30 JUN 1971~~ 31 DEC 1971

S100 ADP INVENTORY BY DPI PAGE NO. 635

CLASS CODE	MFR	TYPE	MODEL	SERIAL NUMBER	INST DATE	REL DATE	PUR DATE	OWNER CODE	PUR PRICE (00 S)	MAIN COST (MO)	RENTAL COST (MO)	ACQ CODE	EXEM CODE	MAIN CODE	CORE	REC CODE	LAST TRANS
71	IBM	56	1	51826	6707	U	6402										
~~71~~	~~IBM~~	~~59~~	~~2~~	~~38636~~	~~6711~~	~~U~~		~~2~~	~~37~~	~~0~~	~~70~~	~~3~~	~~0~~	~~1~~		~~1~~	~~71059~~
~~71~~	~~IBM~~	~~59~~	~~2~~	~~38637~~	~~6711~~	~~U~~		~~2~~	~~37~~	~~0~~	~~70~~	~~3~~	~~0~~	~~1~~		~~1~~	~~70141~~
~~71~~	~~IBM~~	~~59~~	~~2~~	~~47727~~	~~6805~~	~~U~~		~~2~~	~~37~~	~~0~~	~~70~~	~~3~~	~~0~~	~~1~~		~~1~~	~~69092~~
~~71~~	~~IBM~~	~~59~~	~~2~~	~~47728~~	~~6805~~	~~U~~		~~2~~	~~37~~	~~0~~	~~70~~	~~3~~	~~0~~	~~1~~		~~1~~	~~69092~~
73	[illegible]		1	[illegible]	[illegible]	U		2	[illegible]	0	[illegible]	3	0	3		1	[illegible]
74	[illegible]		[illegible]	[illegible]	[illegible]	U		2	[illegible]	0	[illegible]	3	0	1		1	[illegible]
75	[illegible]	514	1	96724	6105	U		2	660	0	195	3	0	3		1	70141
76	IBM	557	1	13375	6503	U	6402	1	65	65	160	3	0	1		1	67181
77	IBM	407	A3	27646	7001	U		2	550	0	925	3	0	1		1	70181

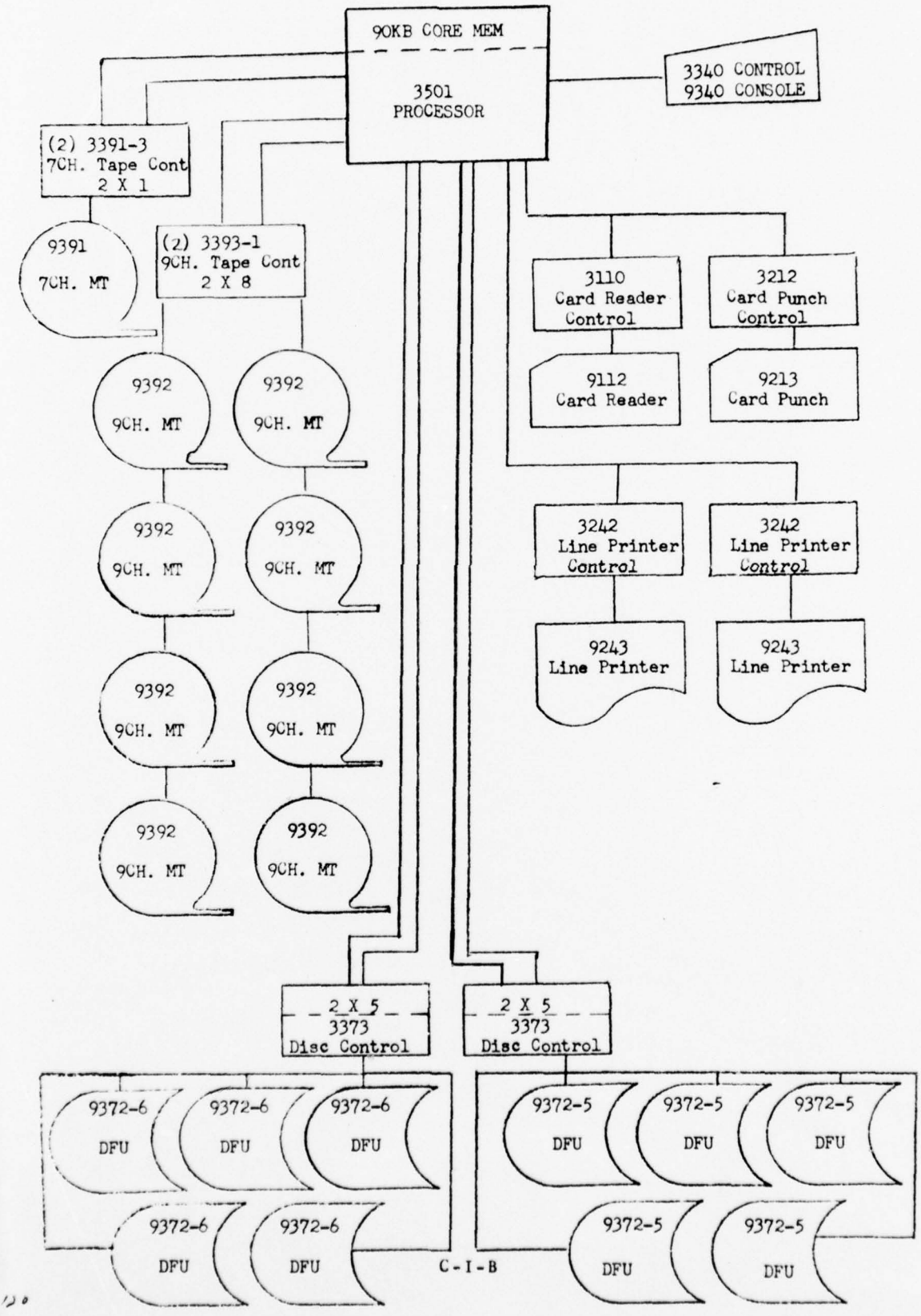
TOTALS BY CONFIGURATION	PIECES OF EQUIP	PUR PRICE (00 S)	MAINT COST (MO)	RENTAL COST (MO)
PURCHASED EQUIP	2	86	97	209
LEASED EQUIP	27	2264	0	3251

TOTALS BY DPI	PIECES OF EQUIP	COMPUTERS	PUR PRICE (00 S)	MAINT COST (MO)	RENTAL COST (MO)
PURCHASED EQUIP	2	0	86	97	209
LEASED EQUIP	80	2	16598	0	29967

C-I-A-5

S100

BURROUGHS B 3500 CONFIGURATION



APPENDIX II - BURROUGHS B-3500 UTILIZATION

1. Burroughs B 3500 Capabilities. The Burroughs B 3500 System installed at each of the Army headquarters is a third generation, medium scale processing system. At each Army headquarters, the B 3500 is being used in a batch oriented mode. Multi-programing under control of the Burroughs Master Control Program (MCP) is an important feature of the system being used extensively by each Army headquarters. At FUSA headquarters, priority scheduling of jobs is not currently being used.

2. B 3500 Utilization. Effective utilization of the B 3500 at FUSA headquarters now exists and is continuing to increase. The attached table (Tab A) lists the utilization statistics for the B 3500 during the third quarters, FY 72. Some of the entries in this table require an explanation. "Load Dumps" includes that system time expended in initial program loading and system logout, and utility routine times for tape to disk and disk to tape transfers. "Print Back-up" and "Punch Back-up" refer to files which are too long to print or punch directly during job execution, but must be temporarily stored on magnetic tape or disk and then recalled later for printing or punching as resources become available. "Pseudo Reader" refers to reading card input data from a MCP created card file on tape or disk. "C.E. Time" refers to customer engineer machine time used for preventative and remedial maintenance. The average total system time used during the three month period was 359.2 hrs/mo. The average system time remaining available for use was 302.6 hrs/mo. The utilization was thus approximately 54% of the time available.

Tab
A - Monthly Utilization Report

MONTHLY UTILIZATION REPORT *

B 3500 1st Army HQ

3d Qtr FY 72

	JAN	FEB	MAR
EFFECTIVE PRODUCTION	157:06	116:33	178:34
LOADDUMPS	18:25	22:25	17:44
TESTS AND COMPILES	19:06	20:42	25:25
RERUN TIME	59:11	45:25	42:40
PRINT BACKUP	100:03	93:17	99:17
PUNCH BACKUP	11:42	8:42	4:00
PSEUDO READER	:16	:04	:25
C. E. TIME	5:10	10:41	8:09
OTHER	5:39	7:03	
TOTAL PROCESSOR TIME	376:38	324:52	376:14
TOTAL PREVENTIVE MAINTENANCE	64:30	60:00	66:00
TIME AVAILABLE TO OTHERS	302:52	304:06	301:46
TOTAL ACCOUNTABLE TIME	744:00	696:00	744:00

* All Times Given in Hours:Minutes

APPENDIX III - IMPROVEMENTS IN B-3500 EFFECTIVE USAGE

Improvements in B 3500 Effective Utilization. FUSA DPI personnel have recently obtained a job scheduling system from Third Army headquarters called "Third Army B 3500 Production Control System." The scheduler consists of a number of programs which are used to collect statistical data from the standard Burroughs system accounting package. Through proper analysis of the collected data, the optimum job mixes and sequences for a given production run can be obtained to insure maximum utilization of the central processor and peripherals. Preliminary estimates of average system utilization that will be achieved through use of Third Army's production scheduler have been made by FUSA personnel. It is estimated that the current ADP workload can be accomplished in 300 hrs/mo, instead of the present average of [illegible] hrs/mo. This estimate is based on preliminary test runs using the scheduler and the rate of effective utilization being achieved by Third Army on their B 3500. If this estimated reduction in total processing time can be achieved, the utilization time of the B3500 will be reduced from the current average of 54% to 45% of the total system time available for processing.

APPENDIX IV - FUSA HQ ADP APPLICATIONS

FUSA ADP Applications. The ADP applications currently being performed on the B 3500 or on the centrally located PCM equipment are listed by major functional area in Tabs A thru D. Tab A includes Personnel Management Applications; Tab B contains Financial Management Applications; Tab C contains Logistical Management Applications; Tab D contains miscellaneous applications. There are two basic forms used to describe each ADP application. The first form titled "Current ADP Systems" provides information on system code, application title, input and output data characteristics and volumes, sources and distributions of data, frequency of runs, average system times used, and equipment resources required. Some clarification is required on some of the items listed on the form. Under "Average Monthly Volume" for input and output, the entry "(I)" means internal source or distribution; "(M)" means source or distribution is by mail; "(A)" means source or distribution is by AUTODIN. In the last column entitled "Avg hrs/mo. of System Time Used", the data listed does not contain the system print or punch back-up time. Only the processed time is included. Under "System Resources Required for this Application", the items listed are the maximum required for the application. The second form contains some duplication of the data appearing on the first form. Additional information is provided on this form such as purpose or description and authority for the application.

Tabs
A - Personnel Management
B - Financial Management
C - Logistical Management
D - Miscellaneous

EL MANAGEMENT

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0020	Retired Personnel	Tape	80000 (M)	USA PERSINCOM	Print Lines	80000 (M)	AG (AG-P)	Semi-annual (as req)	210 mins	86 min

NOTE: Input received monthly, output generated semi-annually and "as required" basis.

C-IV-A-2

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	30KD	1 19200 KB 1 1	Tape (7) Disk Printer Card Reader		See Attached Sheet

*EXPLAIN HOW COMPUTED Does not include back-up print time.

0020 (SYS CODE) | Retired Personnel Inventory (SYS TITLE) | Headquarters, First US Army (INSTALLATION) | DPI # A100

Retired Personnel (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides a mechanized method for preparation of report lists and address labels for Retired Personnel in the First US Army area. Listings are prepared for personnel in selected areas and/or by selected grades as requested.	Magnetic Tape (Retired Personnel Master File)	USAPERSINCOM	Monthly		Listing: Retired Personnel Roster	Semi-Annually		AG (AG-P)	AR 608-25 AR 360-81	AG (AG-P)
					Address Labels Retired Personnel	As Required				

C-IV-A-3

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
156	Sample Survey of the Army	MAG-Tape MAG-Tape	12000 (I) 100000(I)	DPA DPA	Print Lines	5000 (M)	AG-B	Quarterly	34 min	34 min (e

C-IV-A-4

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	41KD	1 4 1 2400KB	Reader Tape (9) Printer Disk		See Attached Sheet

*EXPLAIN HOW COMPUTED Estimated. No computer time used during Jan, Feb, & Mar the months used for computing avg hrs.

Headquarters, First US Army.
(INSTALLATION)

156 (SYS CODE) Sample Survey of the Army (SYS TITLE)

DPI # A100.

ample Survey of the Army
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
ovides for preparation of sters of selected Active Army ersonnel to be included in the ample survey of the Army an- nced by HQ DA letter each uarter. Survey rosters are repared by units for the lected personnel. Selections cy by Terminal digit of SSAN n officers and the last two sitions for male enlisted rsonnel. All enlisted fe- ale personnel are selected nce a year.	O/M Master File. PMF Master File.	DPC	Quarterly		Sample Survey Rosters	Quarterly	OPO-126	AG-B	AR 600-45 AR 600-46	AG-B

S-4-E1-C

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0284	National Guard Troop Program Listing	Tape	1600 (M)	DCSRF (AHARF-RO)	Print Lines	4000 (M)	DCSRF (AHARF-RO)	Monthly	15 mins	18 min

NOTE: DCSRF receives input tape from RCPAC by mail, and handcarry to DPA for processing.

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	43KD	24958 KB 1 1	Disk Tape (7) Printer		See Attached Sheet

*EXPLAIN HOW COMPUTED _____

2284

SYS CODE) ARNG Personnel and Manpower Mgt (SYS TITLE)

HEADQUARTERS, FIRST US ARMY (INSTALLATION)

DPI # A100

National Guard Troop Program Listing (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for preparation of report consisting of listings reflecting organizational/ strength data by identity of all NGUS units in First US Army Area contained on master tape (ARNG-1) furnished by RCPAC.	Magnetic Tape file ARNG-1	DCSRF (AHARF-RO)	Monthly		Listings reflecting organizational data in 3 different sequences: a. UIC within unit number. b. UIC within branch within unit number, within type, within state. c. Total recap by Div/non-Div	Monthly		DCSRF (AHARF-RO)	Ltr, DA, AGUZ-M, 18 Feb 71	DCSRF

C-IV-A-7

CURRENT ADP SYSTEMS

FUNCTIONAL AREA; PERSONNEL

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0284	Reinforcement Fillers for ANACDUTRA	Cards(M)	7900 (M) Annually 100 (I) Annually	AG-(AG-C)	Cards Print-Lines	666 (A) 1,333 (M)	AG-(AG-C)	Annually	1380 MINS	1380 MINS

C-IV-A-8

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
NA	NA	1 1 1 1 1 1 1 1	029 056 059 084 188 407 519 557	PMC Application	See Attached Sheet

*EXPLAIN HOW COMPUTED Estimated on Input Volume. Not run during Jan, Feb and March, the month used for average Hours.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0284	ROTC Cadet Officer Procurement Cards	Hard copy (M)	100 (M)	AG (AC-C)	Cards	300 (M)	AG (AG-C) (M)	Monthly (as req)	210 min	210 min

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		See Attached Sheet
		1	029	PCM Application	
		1	059		

*EXPLAIN HOW COMPUTED 3 months average- obtained from Machine Utilization Report (Jan-Mar)

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0284	Report of Reserve Duty Training (ROS CSRES-17 (R2)	Cards (M)	2300	AG (AG-BR)	Cards Print Lines	2300 (M) 2300 (M)	AG (AG-BR)	Monthly	2400 min	2400 min

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
		1	029	POM Application	See Attached Sheet
		1	059		
		1	084		
		1	188		
		1	407		
		1	557		

*EXPLAIN HOW COMPUTED 3 months average - obtained from machine utilization report (Jan-Mar)

0284 ~~0218~~ | Reserve Personnel & Manpower Mgt | Headquarters, First US Army (INSTALLATION) | DPI # ~~A100~~

(SYS CODE) | (SYS TITLE)

First US Army Unique Army Reserve Local Reports

(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
a. Reinforcement Fillers for ANACDUTRA: Provides a method for preparation of punch Cards from keypunch worksheets and producing a listing for requisitioning fillers for ANACDUTRA from RCPAC.	Keypunch Worksheets; Punch Cards	AG (AG-C)	Annually		ADT Punch ADT Requisition Listing by Report Station	Annually		AG (AG-C)	DAC, R135-20; DF, AG-C	AG (AG-C)
b. ROTC Cadet Officer Procurement Cards: Provides a method for preparation of Punch Card Officer Procurement Data for ROTC Appointments.	1AA Form 648-Data Sheet	AG (AG-C)	As Required		ROTC Officer Procurement Cards (AG PZ - Form 581)	As Required		AG (AG-C)	DF, AG (AG-C)	AG (AG-C)
c. Report of Reserve Duty Training: Provides a method of preparing punch cards from keypunch worksheets for purpose of preparing statistical listings in summary for all reserve personnel required to attend scheduled training drills Summary information is	Keypunch Worksheets	AG (AG-B)	Monthly	CSRES-17 (R2)	Reserve Man-Day Summary Cards. Reserve Unit Man Day Summary Tabulation	Monthly	CSRES-(R2)	AG (AG-B)	AR 330-31	AG (AG-B)

C-IV-A-11

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0284	Annual Statement of Retirement Points	Card (M)	9000	AG (AG-BR)	Card Print Line	36000 (M) 18000 (M)	AG(AG-BR)	Monthly	7920 min	7920 min

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
		1	029	PCM Application	See Attached Sheet
		1	059		
		1	084		
		1	188		
		1	519		
		1	557		

*EXPLAIN HOW COMPUTED 3 months average-- obtained from machine utilization report (Jan-Mar)

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0284	Annual Training (AT) Schedule (ATOPS-64 (R9))	Card (M)	4000	DCSRF (AHARF-TP)	Cards Print Lines	6240 (M) 1320 (M)	DCSRF (AHARF-TP)	Semi-annual	4500 mins	4500mins

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHEPALS		REMARKS	
		QTY	TYPE		
		1	029	POM Application	See Attached Sheet
		1	059		
		1	084		
		1	407		
		1	519		
		1	557		

*EXPLAIN HOW COMPUTED 3 months average- obtained from Machine Utilization Report (Jan-Mar)

Headquarters, First US Army
(INSTALLATION)

C284 (C210)
(SYS CODE)

Reserve Personnel & Manpower Mgt
(SYS TITLE)

DPI # A100.

First US Army Unique Army Reserve Local Reports (Cont'd)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
d. Annual Statement of Retirement Points:										
Provides a mechanical method of accumulating and reporting retirement points earned by individual members of the Army Reserve.	AHAAG-B Form 15, Cards	AG (AG-B)	Monthly		DA Form 1383 Check List DA Form 1383 Army Reserve Retirement Credit Cards	Monthly		AG (AG-B)	AR 680-30 AR 140-185	AG (AG-B)
e. Annual Training (AT) Schedule:										
Provides a method of preparing punch cards from keypunch worksheets while are used to produce listing of Reserve Component Units (NSAR/NGUS) schedule for annual Unit Training during calendar year.	Keypunch Worksheets. AT Report	DCSRF, (AHARF-TP)	Semi-Annually	ATOPS-64 (R9)	Tentative Site/Date Schedule List Final Site/Date Schedule List Annual Training Schedule-by unit within Component Annual Training Schedule Report Card Deck.	Semi-Annually	ATOPS-64 (R9)	DCSRF (AHARF-TP)	CON REG 350-1	DCSRF (AHARF-

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0284	Address Labels for Mailing Army Reserve Magazine	Cards	1800 (M)	AG(AG-BR)	Print Lines	9000 (M)	AG (AG_BR)	Annual	180 Mins	180 Mins

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
		1	029	PCM Application	See Attached Sheet
		1	059		
		1	407		
		1	557		

*EXPLAIN HOW COMPUTED Estimated. NO PCM time used during Jan, Feb, and Mar, the months used for computing avg hrs.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0284	Minority Report	Tape: RPMF OMF	 100000(I) 2000(I)	DPA, FUSA	Print	2000 (I)	AG (AG-BR)	Quarterly	90 mins	45 mins
		** NOTE: RPMF record length 400 positions, OMF record length 160 positions.								

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	70KD	3 1 1	Tapes Card Reader Printer		See Attached Sheet

*EXPLAIN HOW COMPUTED 3 month avg for Jan, Feb, and Mar, excluding print and punch back-up time, as ~~recorded by Burroughs EDP Time~~ Analysis and Billing System.

0284 (0210)

Reserve Personnel & Manpower Mgt (SYS TITLE)

Headquarters, First US Army (INSTALLATION)

DPI # A100

(SYS CODE)

First US Army Unique Army Reserve Local Reports (Cont'd) (APPLICATION)

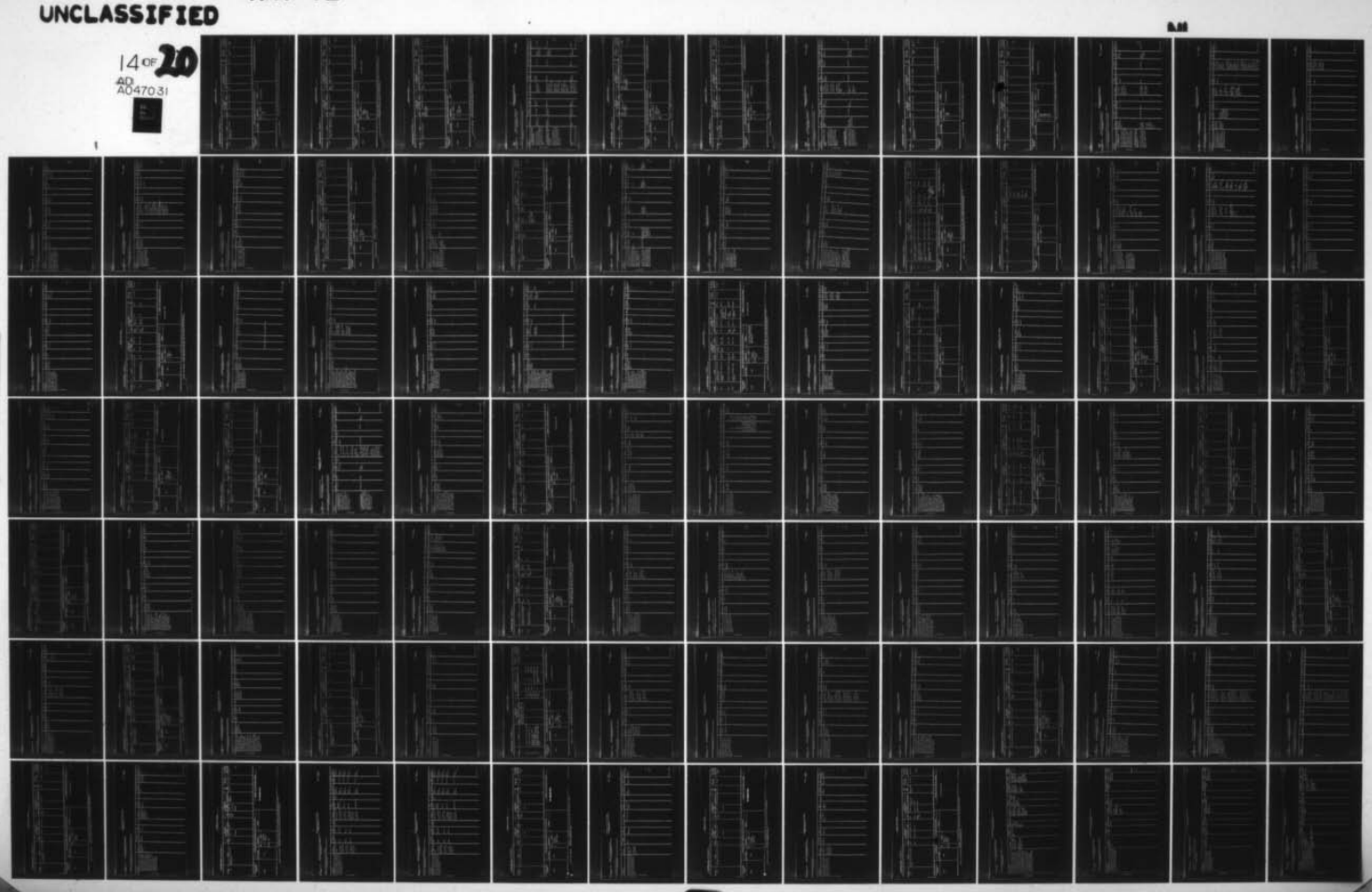
APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
					Annual Interim Training Report Card Deck, Annual Training Schedule Check L1575					
f. Address Labels for Mailing "Army Reservist Magazine". Provides a mechanical method of preparing address labels for bulk mailing of magazines to ROTC Colleges/Universities.	Punched Cards	AG (AG-B)	Annually		Address Labels All ROTC Colleges & Universities	Annually		AG (AG-B)	AR 140-370	AG (AG-B)
g. Minority Report: Provides a mechanical method of reporting racial group totals for all units in First US Army area.	Magnetic Tape a, RPMF b. OMF	DPA, First US Army	Quarterly		List: Summary Totals by Race Within Unit	Quarterly		AG (AG-B)	DF, AG-C	AG (AG-C)

C-IV-A-17

AD-A047 031 OFFICE OF THE CHIEF OF STAFF (ARMY) WASHINGTON DC MA--ETC F/G 15/5
FUNCTIONAL STUDY OF CONUSA (CONTINENTAL U.S. ARMY) MANAGEMENT.(U)
MAY 72

UNCLASSIFIED

14 OF 20
AD
A047031



CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0284	Attached USAR Personnel Report Cards	card	1000 (M)	AG (AG-BR)	Card	1000 (I)	AG (AG-BR)	Monthly	30 min (est)	30 min (est)

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
		1 1	084 557	PCM Application	

*EXPLAIN HOW COMPUTED Estimated. No PCM time used during Jan, Feb, and Mar, the months used for computing avg hrs.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0284	USAR Subunit Organization Master File Cards and Lists	Tape OMF (160 position record length)	2000 (I)	DPA, FUSA	Cards Print Lines	4800 (M) 10000 (M)	AG(AG-BR)	Monthly	47 mins	4 mins

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	29KD	1 1 2 14448 KB	Tapes Printer Punch Disk		See Attached Sheet

*EXPLAIN HOW COMPUTED: 3 month avg for Jan, Feb, and Mar, excluding print and punch back-up time as recorded by Burroughs EDP Time and Analysis & Billing System.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0284	Roster WAC Reservists	Tape: RPIF (Record length 400 positions)	100000(I)	DPA, FUSA	Print Lines	723 (M)	DCSPER	Semi-annual	30 mins	11 mins

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REM	
		QTY	TYPE		
COBOL	60 KD	3	Tape		
		1	Card Reader		
		1	Printer		

*EXPLAIN HOW COMPUTED: 3 month avg for Jan, Feb & Mar, excluding print and punch back-up time, as recorded by Burroughs EDP Time and Analysis Billing System.

0284 ~~0218~~ (SYS CODE)

Reserve Personnel & Manpower Mgt (SYS TITLE)

Headquarters, First US Army (INSTALLATION)

DPI # A100

First US Army Unique Army Reserve Local Reports (Cont'd) (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
h. Attached USAR Personnel Report Cards: Provides mechanical method of processing punch cards pertaining to all Personnel attached to USAR Units of this command.	Attached punch cards	AG (AG-B)	Monthly		Attached Punch Card Report Deck,	Monthly		AG (AG-B)	Verbal Request AG (AG-B)	AG (AG-B)
i. USAR Subunit Organization Master File Cards And Lists: Provides a mechancial method for preparing organizational listings and report card decks of all USAR Units in First US Army area.	Magnetic Tape (OMF)	DPA, First US Army	Monthly		Organization Master File List - Unit Number Sequence Organization Master Card File - Unit Number Sequence Organization Master Card File - Subunit within UIC Sequence.	Monthly		AG (AG-B)	Verbal Request AG (AG-B)	AG (AG-B)
j. Roster of WAC Reservists: Provides a method to produce a roster reflecting	Magnetic Tape RPMF	DPA, First US Army	Semi-Annually		Listing of all WAC personnel assigned to units of First US Army.	Semi-Annually		DCSPER	DF, AHABA-UU	DCSPER

C-IV-A-21

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0284	ETS Forecast -97th ARCOM	Tape RPMF (record lenth 400 positions)	100000(I)	DPA, FUSA	Print lines Tape (Record length 400 positions)	8000 (M) 8000 (M)	97th USARCOM	Semi-annual	24 mins	24 mins (est)

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	45KD	3 1 1 3216 KB	Tape Card Reader Printer Disk		

*EXPLAIN HOW COMPUTED Estimated. No computer time used during Jan, Feb, & Mar, the months used for computing avg hrs.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0284	USAR OMF and RPMF Error (Turnaround) Cards	Cards	3000 (I)	DPA FUSA	Card	3000 (M)	AG (AG-BR)	Bi-monthly	90 mins	90 mins

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
		1	519	PCM Application	
		1	557		

*EXPLAIN HOW COMPUTED Estimated. No PCM time used during Jan, Feb, & Mar, the months used for computing avg hrs.

0284 ~~0210~~ (SYS CODE)

Reserve Personnel & Manpower Mgt (SYS TITLE)

Headquarters, First US Army (INSTALLATION)

DPI # A100

First US Army Unique Army Reserve Local Reports (Cont'd) (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
k. ETS Forecast - 97th ARCOM: To provide a method to produce a magnetic tape file of all personnel of 97th ARCOM and on ETS Forecast Roster of all personnel of 97th USAR Command.	Magnetic Tape RPMF	DPA, First US Army	Semi-Annually		Listings: a. ETS Forecast by name within unit. b. ETS Forecast total recap by unit. c. Magnetic Tape all personnel of 97th ARCOM.	Semi-Annually		97th USAR Command	Ltr, AHRE-AG	97th ARCOM
1. USAR OMF and RPMF Error (Turnaround) Cards: Provides a method of mechanically processing of error cards generated during each USAR update cycle during report month.	OMF, RPMF Input Transaction Cards	AG (AG-B)	Bi-Monthly		OMF - Error Cards; RPMF Error Cards.	Bi-Monthly		AG (AG-B)	Verbal Request AG (AG-B)	AG (AG-B)

C-IV-A-24

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0284	Retirement Credit Gain/Loss Transactions	Card	2500 (I)	DPA, FUSA	Card	3700 (M)	AG (AG-BR)	Bi-monthly	120 mins (est)	120 mins (est)

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
		1	084	PCM Application	
		1	519		
		1	557		

*EXPLAIN HOW COMPUTED Estimated Based on 3 months average input (Jan-Mar)

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0284	Preparation of Transaction Card for USAR Update Cycles	Card (M)	2700	AG(AG-BR)	Card	2700 (M)	AG(AG-BR)	Daily	90 mins (daily)	1860 mins

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE	PCM Applications	See Attached Sheet
		1	029		
		1	056		
		1	059		
		1	084		
		1	188		
		1	407		
		1	519		
		1	557		

*EXPLAIN HOW COMPUTED 3 months average-obtained from machine utilization report (JAN-MAR)

0284
~~0218~~ Reserve Personnel & Manpower Mgt Headquarters, First US Army (INSTALLATION) DPI # A100

(SYS CODE) (SYS TITLE)

First US Army Unique Army Reserve Local Reports (Cont'd)

(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
m. Retirement Credit Gain Loss Transactions: Provides a method of mechancially processing retirement transaction cards generated for use during each USAR update cycle for subsequent use in processing and updating Retirement Point Credit.	Reitrement Gain/Loss Transaction Cards	AG (AG-B)	Bi-Monthly		Retirement Gain Loss Cards. Retirement point Credit Cards (AG-D Form 27)	Bi-Monthly		AG (AG-B)	Verbal Request AG (AG-B)	AG (AG-B)
n. Preparation of Transaction Cards for USAR Update Cycles: Provides a method to produce punched transaction cards to update the OMF and RPMF magnetic tape files.	a. Cards AHAAG-B Form 15 b. Code Fm 771-R FM 1001-1 Fm 2362 Fm 16 Fm 17	AG (AG-BR)	Daily		OMF Transaction Cards RPMF Transaction Cards.	Daily		AG (AG-BR)	Verbal Request AG (AG-B)	AG (AG-BR)

C-IV-A-27

PAGE NO. 94

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0220 (SYS CODE) — Enlisted Manpower Management (SYS TITLE)

Military Population of First US Army
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for the preparation of a report in various sequences reflecting assigned military strength totals by identity for all units located in the First US Army geographical area.	Active Army Personnel Master File Active Army Personnel Records	1A DPA US Army Personnel Data Support Center (PEPS-G), Edgewood Arsenal, MD	Monthly		Military Population Report a. Part A - By State b. Part B - Station Within State c. Part C - Parent Unit Within State d. Part D - Fort Meade Within Parent Unit	Monthly		a. Part A: CO, Ft Devens, MA, ATTN: AHBPGA-MC. Provost Marshal (AHAPM-O) b. Part B: CO, Ft Devens, MA, ATTN: AHBPGA-MC. Provost Marshal (AHAPM-O). DCSLOG (AHABD-BD) c. Part C: CO, Ft Devens, MA, ATTN: AHBPGA-MC. Provost Marshal (AHAPM-O) DCSLOG (AHABD-BD. IG Office (AHAIG). Chief, MHCS, KAH, FGGM, MD	AR 680-2	a. Same as distribution b. " c. " d. "

C-IV-A-28

PAGE NO. 124

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0220 (SYS CODE) | Enlisted Manpower Management (SYS TITLE)

Military Population of First US Army (Cont)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
								c. (Cont) Chief, Dept of Hosp Clinic, KAH, FGGM,MD d. Part D: CO, Ft Meade, MD, ATTN: AHBMBA-MPR		

C-IV-A-29

Headquarters, First US Army
(INSTALLATION)

0220 Enlisted Manpower Management
(SYS CODE) (SYS TITLE)

DPI # A100

MOS Master Listing
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINTS
Provides for producing a new MOS Master File on tape known as AHA15M, for processing Active Army transactions in the daily update cycle and for the preparation of new MOS listings for use by AG-B.	MOS Master Cards	DA	Monthly		MOS Master Listing	Monthly		AG-BA	DF, AG-B, 26 May 1970	AG-BA

C-IV-A-30

PAGE NO. 32.1

Headquarters, First US Army
(INSTALLATION)

0220 (SYS CODE) | Enlisted Manpower Management (SYS TITLE) | DPI # A100.

Strength Summary Tabulation
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for the preparation of tabulated report containing strength totals for all Active Army personnel by identity and grade grouped by status codes.	Active Army Personnel Master File	1A DPA	Monthly		Strength Summary Tabulation: a. 1A STRAF b. 1A Operating c. 1A Non-Operating d. 1A Enroute e. 1A Separatees f. CONARC Assigned g. Technical Service Operating h. Technical Service Non-Operating i. Materiel Command	Monthly		DCSPER (AHABA-PSE) 1A DPA	AR 680-2	DCSPER (AHABA-PSE)

C-IV-A-31

0220 (SYS CODE) | Enlisted Manpower Management (SYS TITLE) | Headquarters, First US Army (INSTALLATION) | DPI # A100

Strength Cards for Third US Army (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
Provides for the preparation of Strength Summary Cards for units assigned to Third US Army serviced by the First US Army DPA.	Active Army Personnel Master File	1A DPA	Monthly		Unit Strength Summary Cards.	Monthly		CG, Third US Army, ATTN: AJADP-A	Ltr, AJADP-X, HQ, Third US Army, 5 Jan 70.	Third US Army

C-IV-A-32

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0220	Roster of Active Duty Officer & Enlisted Personnel with 18 yrs or more service	MAG-Tape MAG-Tape	1250000(M) 100000(I)	DA DPA	Print Lines	8000 (I)	AG-B	Semi-montly	240 mins	240 mins (

C-IV-A-83

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	100KD	1 3 100KB	Printer Tape (9) Disk		*See Attached Sheet*

*EXPLAIN HOW COMPUTED Estimated. No computer time used during Jan, Feb, and Mar, the months used for computing avg hrs.

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0220 (SYS CODE) — Enlisted Manpower Management (SYS TITLE)

Roster of Active Duty Officer and Enlisted Personnel with 18 Years or More Service
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
To provide for the preparation of roster reflecting officer and enlisted personnel assigned to units serviced by the First US Army DPA with 18 or more years of active service.	1. Abbreviated Officer/Enlisted Tape Record	DA	Semi-Annual		Rosters of personnel with 18 years or more service	Semi-Annual		AG-B	DF, AHAAG-B 3 Dec 71	AG-B
	2. Active Army Personnel Master File	1A DPA								

C-IV-A-34

PAGE NO. 15/4

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
220	Portcall Request and Response Report	Forms DF's Cards	200 (I)	DCSLOG AHABD-MH AG-B East & West Area Mil Traffic Mgmt & Terminal Service	Punched Cards	200 (A)	DCSLOG AHABD-MH AG-B	as req	60 mins	60 mins (*

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
	PCM	1	Keypunch		See Attached Sheet

*EXPLAIN HOW COMPUTED Estimated. No PCM time used during Jan, Feb, Mar the months used for computing avg hrs.

Headquarters, First US Army
(INSTALLATION)

DPI # A100

0220 (SYS CODE) | Enlisted Manpower Management (SYS TITLE)

Port Call Request and Response Report
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for; preparation of punched cards for port call requests for unaccompanied dependents and inter-theater transferees (ITT) for the Eastern and Western Area Military Traffic Management and Terminal Service.	Key Punch worksheets	DCSLOG, AHABD-MH	As Required		Port Call Request, Punch Cards	As Required		DCSLOG (AHABD-MH)	AR 55-28	DCSLOG (AHABD-MH)
	DF's	AG-B			" "			AG-B	"	AG-P
Preparation of listings of port call response. Cards received from the Eastern or Western Area. Military Traffic Management and Terminal Service	Response Cards	Eastern and Western Area Mil Traffic Management and Terminal Service			Port Call Procedure Testing			DCSLOG (AHABD-MH) AG-B	"	DCSLOG (AHABD-MH) AG-P

C-IV-A-36

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0220 (SYS CODE) | Enlisted Manpower Management (SYS TITLE)

Centralized Acknowledgement and Deletion System
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for the preparation of report and punched cards to respond to the Centralized Acknowledgement and Deletion System for enlisted personnel being assigned overseas.	Punched Cards	AG-B	As Required		Assignment Information Cards and Listings	As Required		AG-B	DA CIR 614-18	AG-P

C-IV-A-37

0220 (SYS CODE) | Enlisted Manpower Management (SYS TITLE) | Headquarters, First US Army (INSTALLATION) | DPI # A100

Central Transient Accounting System (CTAS) (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for preparation of reports and punched cards for unresolved and unmatched transient records which have been processed to the Active Army personnel master file to include name, MPC, social security account number, UIC, reporting date, and DA reference number. Listings are used to notify the reporting unit to reflect the required morning report remark for the current status of each individual.	CTAS Suspense Cards	HQ DA	Semi-Monthly		CTAS Punched Cards Unmatched Listings in UIC sequence 1230 Err List in UIC Sequence.	Semi-Monthly		AG-B	DA ltr, DPS-SFM, 16 Apr 70 subj: Central Transient Accounting System.	AG-B

C-IV-A-38

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA: MEDIA	INPUT DATA: AVG MONTHLY VOLUME	INPUT DATA: SOURCE	OUTPUT DATA: MEDIA	OUTPUT DATA: AVG MONTHLY VOLUME	OUTPUT DATA: DISTRIBUTION	FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
22	Maintenance of A/A Organization Master Card File	MAG_Tape	1200 (I)	FUSA, DPA	Cards	1200 (I)	FUSA, DPA	Weekly	81 mins	103 mins
22	Morning Report and Roster Control Ledgers & Roster Header Cards	MAG-Tape	1200 (I)	FUSA, DPA	Cards Print Lines	1200 (I) 3600 (I)	AG-B AG-B	Monthly		
22	World Wide Locator Master Lists	MAG-Tape	12000 (I)	FUSA, DPA	Print Lines	4800 (I)	AG-B	Monthly		
22	Organization Master Lists-Active Army	MAG-Tape	12000 (I)	FUSA, DPA	Print Lines	27600 (I)	CO, Ft Meade ATTN: AHBMBD-M AHBMBA-MPB AHBMCR	Monthly		

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION: MAIN MEMORY	PERIPHERALS: QTY	PERIPHERALS: TYPE	REMARKS
COBOL	100KD	1 5 100KE 1	Reader Tape (9) Disk Printer	

PURPOSE OF APPLICATION (SYSTEM)

See Attached Sheet

*EXPLAIN HOW COMPUTED: 3 months avg for Jan, Feb, &Mar, excluding print and punch back-up time as recorded by Burroughs EDP Time Analysis and Billing System.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA:

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
						(M)	CO. 401st PSC Ft Knox, KY DCSLOG AHABD-MH DCSPER AHABA-KT FUSA, DPA DCSOT AHABC-OR			

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		

*EXPLAIN HOW COMPUTED

0220 | Enlisted Manpower Management | Headquarters, First US Army (INSTALLATION) | DPI # A100

(SYS CODE) | (SYS TITLE)

World-Wide Locator Master Lists

(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for the preparation of listings reflecting organizational data for all units reported on the world-wide locator master file. This report is used to identify and code required entries on the morning reports in the Active Army Personnel Reporting System.	World-Wide Locator Master File (SECRET)	1A DPA	Monthly		World-Wide Locator Master List in the following sequences: (Classification SECRET) a, UIC b, Parent Unit Number c, Station Name d, APO Number	Monthly		AG-BA	DF, AHAAG, 1 Nov 71	AG-BA

C-IV-A-11

Headquarters, First US Army
(INSTALLATION)

0220 (SYS CODE) — Enlisted Manpower Management (SYS TITLE)

DPI # A100

Organization Master Lists - Active Army
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for the preparation of listings for units serviced by First US Army DPA reflecting organizational data applicable to each unit. Listings are used to identify and code required entries on the morning reports in the Active Army Personnel Reporting System.	Organization Master File	1A DPA	Monthly		Organization Master List in the following sequences:	Monthly		CO, Ft Meade Attn: AHBMBD-M AHBMBA-MPB AHBMCR	DF, AHAAG-B 1 Apr 71	AG-B
					a. Subunit by Parent Unit			CO, 401st PSC, Ft Knox KY		
					b. Location			DCSLOG (AHABD-MH)		
					c. Parent Unit by Parent Unit Number			DCSPER (AHABA-KT)		
					d. UIC			1A DPA DCSOT AHABC-OR CO, Ft Devens, Mass AHBPGD-SD		

C-IV-A-42

Headquarters, First US Army
(INSTALLATION)

DPI # A100

0220 (SYS CODE) | Enlisted Manpower Management (SYS TITLE)

MOS Master for BASOPS Installations
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for preparation of duplicate MOS Master File for each BASOPS installation for use in reporting under the Active Army Personnel Information System.	MOS Master Tape File	1A DPA	Monthly		MOS Master File	Monthly		AG-B	DF, AHAAG-BA 12 Aug 71	AG-B

C-IV-A-43

PAGE NO. 21

Headquarters, First US Army
(INSTALLATION)

DPI # A100

0220 (SYS CODE) Enlisted Manpower Management (SYS TITLE)

Reconciling Enlisted Projected Gain & Loss Cards
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for the selection and identification of enlisted personnel projected gain and loss cards containing erroneous UIC's, pay grades, personnel ID's, assignment months and/or FID codes.	Gain and loss cards	AG-BA	Monthly		Erroneous gain and loss cards	Monthly		AG-BA	DF, AHAAG-PD-M 26 Jun69	AG-BA

C-IV-A-44

PAGE NO. 22.1

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0220	BASOPS Data for Ft Meade, MD	Tape	300	FUSA, DPA	Cards Print Lines	4600 (I) 4600 (I)	AG-B	Daily	113 mins	270 mins
0220	Autodin Transmissions & & Separation Transactions	Tape	635000	FUSA, DPA	Cards Print Lines	800 (I) 120000(I)	AG-B	Daily		

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	35KD	1 1 1	Punch Printer Tape		See Attached Sheet

*EXPLAIN HOW COMPUTED 3 month avg for Jan, Feb, Mar excluding print andpunch back-up time, as recorded by Burroughs EDP Time Analysis and Billing System.

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

0220 (SYS CODE) Enlisted Manpower Management (SYS TITLE)

DPI # A100

BASOPS Data for Fort Meade, Maryland
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for the punching of selected records for the Fort Meade BASOPS resulting from Active Army Personnel Reporting System Update Cycles.	AUTODIN Magnetic Tape Messages	1A DPA	*Daily		BASOPS Punched Cards	*Daily		AG-B	AR 680-2	AG-B

*After every Active Army Update Cycle

C-IV-A-46

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0220 (SYS CODE) Enlisted Manpower Management (SYS TITLE)

Morning Report and Roster Control Ledgers and Roster Header Cards
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for the preparation of control ledgers to control the receipt of Morning Reports and Monthly Personnel Rosters separately for officer and enlisted personnel. Also provided for is the preparation of roster header cards for use in processing changes reported on Monthly Personnel Rosters. These ledgers and cards are prepared for all units serviced by First US Army DPA, excluding BASOP installations.	Organization Master File	1A DPA	Monthly		Roster Header Cards	Monthly		AG-BA	AR 680-2	AG-BA
					Morning Report Control Ledger DA Form 711(1)	"		"	"	"
					Roster Control Ledger	"		"	"	"
					Control List of Units by Assignment	"		"	"	"

C-IV-A-47

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0220 (SYS CODE) | Enlisted Manpower Management (SYS TITLE)

SRCP Alphabetic PMF List
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Prepare a report consisting of all records on the SRCP Master File. This report is used for data analysis purposes.	SRCP PMF File	1A DPA	Monthly		SRCP Alpha Listing	Monthly		AG-BA	DF, AHAAG-B 3 Nov 71	AG-BA

C-IV-A-48

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0220 (SYS CODE) — Enlisted Manpower Management (SYS TITLE)

AUTODIN Transmissions and Separation Transactions
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for the preparation of a listing reflecting output transaction records resulting from each Active Update Cycle transmitted via AUTODIN to BASOP installations and PERMACAP units in the First US Army Area. In addition, provides for the preparation of punch cards for all separation transactions processed as reported by all units serviced by the First US Army.	Magnetic Tape AUTODIN messages	1A DPA	*Daily		AUTODIN Traffic List	*Daily		AG-BA	DF AHAAG-B 8 Jan 71	AG-BA
					Separation Punch Cards			AG-BA	DF AHAAG-BAC 5 Feb 71	AG-BA

*After each scheduled Active Army Update Cycle.

C-IV-A-49

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0220 (SYS CODE) | Enlisted Manpower Management (SYS TITLE)

Maintenance of Active Army Organization Master Card File
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for the preparation of a punched card file containing DA organizational data and items of local data for each active Army unit (subunit) under the servicing responsibility of the First US Army. This file is used by the 1A DPA in the preparation of reports by PCM methods that require this data.	Magnetic Tape CMWW Master File	1A DPA	Weekly		OM Subunit Punch Card File	Weekly		1A DPA	AR 680-2	1A DPA

C-IV-A-50

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA: MEDIA	INPUT DATA: AVG MONTHLY VOLUME	INPUT DATA: SOURCE	OUTPUT DATA: MEDIA	OUTPUT DATA: AVG MONTHLY VOLUME	OUTPUT DATA: DISTRIBUTION	FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
0335	Alphabetic Personnel Master File Listings	MAG-Tape	105000 (I) records	FUSA, DPA	Print	155000(I)	AG-B	Monthly	115 min	90 min
0335	Monthly Status Records for STRATCOM	MAG-Tape (I)	** See Below	FUSA, DPA FUSA, DPA	Cards	2000 (M)	CG, USASTRATCOM ATTN: SCC-PER=PM Ft Huachuca,AR	Monthly		
0335	Roster of WAC Enlisted Pers	MAG-Tape (I)	""""	FUSA, DPA	Print Lines	2000(I)	DCSPER AHABA-W	Monthly		
0220	Roster of Southeast Asia Returnees	MAG-Tape (I)	""""""	FUSA, DPA	Print Lines	1000 (I)	Surgeon's Off AHAME-PM	Monthly		

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION: MAIN MEMORY	PERIPHERALS: QTY	PERIPHERALS: TYPE	REMARKS
COBOL	44KD	1 2 10600 1	Printer Tape (9) KB Disk Punch	** The same programs and input are used for these applications.

PURPOSE OF APPLICATION (SYSTEM)

See Attached Sheet

*EXPLAIN HOW COMPUTED: 3 months avg for Jan, Feb, and Mar, excluding print and punch back-up time, as recorded by Burroughs EDP Time and Analysis Billing Systems.

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0220 (SYS CODE) | Enlisted Manpower Management (SYS TITLE)

Roster of Southeast Asia Returnees
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides the Surgeon's Office a listing of recent Southeast Asia returnees so that appropriate malaria debriefings may be carried out.	PMF File	1A DPA	Monthly		Roster of Southeast Asia Returnees	Monthly		Surgeons Office AHAME-PM	a. DF, AHAME-PM 12 Feb 70 b. DF, AHAME-PM 12 Mar 70 c. DF, MEDFC-ZI 26 Mar 70	Surgeon's Office

C-IV-A-52

CURRENT ADP SYSTEMS

FUNCTIONAL AREA:

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
						(M)	CO, Ft Devens MA AHBPGD_SD			
283	Officer Requisition List	MAG-Tape	12000 (I)	FUSA, DPA	Print Lines	1200 (I)	AG-B	Monthly		

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		

*EXPLAIN HOW COMPUTED

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0283 (SYS CODE) Enlisted Manpower Management (SYS TITLE)

Officer Requisition List
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for the selection and listing of First US Army operating units reflecting officer requisition codes and various organizational data.	OMWW File	1A DPA	Monthly		Officer Requisition List	Monthly		AG-BA	DF AHAAG-PM-O - 14 Sep 70	AG-BA

C-IV-A-54

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
283	CONARC Officer Requisition	Cards	1500 (I)	AG-B	Print Lines	1500 (I)	AG-B	Bi-monthly	54 min	12 min
		Cards	400 (M)	CONARC	Cards	400 (M)				

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	45KD	1	Card Reader		See Attached Sheet
		1	Printer		
		1	Punch		
		632KB	Disk		
		4	Tape		

*EXPLAIN HOW COMPUTED: 3 month avg for Jan, Feb, Mar excluding print and punch back-up time as recorded by Burroughs EDP Time Analysis and Billing System.

0283 (SYS CODE) | Officers Manpower Management (SYS TITLE) | Headquarters, First US Army (INSTALLATION) | DPI # A100

CONARC Officer Requisition (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Prepare listings for Officer requisitions reflecting Line Nr., MOS, Branch, Item Nr., and Station to include consolidated and station listings by branch.	Officer Requisition Cards Officer Validation Cards	AG-B CONARC	Bi-Monthly "		Consolidated and Station Lists. Officer Requisition Cards.	Bi-Monthly "		AG-B	AR 614-185	AG-P

C-IV-A-56

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
283	Accelerated Processing & Commissioning of Medical Service Personnel	Forms	One	Surgeons Off AHAME-P	Punched Cards	5(A)	Surgeon's Off AHAME-P	as req	5 mins	5 mins (e

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
		1	Keypunch		See Attached Sheet

*EXPLAIN HOW COMPUTED Estimated. No PCM Time used during Jan, Feb, and Mar the months used for computing avg hrs.

C-IV-A-58

0283 (SYS CODE) | Officer Manpower Management (SYS TITLE) | Headquarters, First US Army (INSTALLATION) | DPI # A100

Accelerated Processing and Commissioning of Medical Service Personnel (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for the preparation of punched cards from data furnished to include name, sex, date of birth, social security account number, place of birth, requester and request number to accelerate security clearance of personnel being commissioned in the medical service.	Keypunch Worksheets	Surgeon's Office (AHAME-P)	As Required		Punched Cards	As Required		Surgeon's Office (AHAME-P	DA ltr, AGAM-P(M) (14 Feb 66) DCSPER PD, 17 Feb 66.	Surgeon's Office (AHAME-P)

C-IV-A-58

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Miscellaneous

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0332	Reserve Component Unit Readiness	Cards	1200 (I)	DCSRF	Print Lines	4000 (I)	DCSRF	Semi-annual	28 mins	57 min
					Cards	1300 (A)	CONARC thru DCSRF			
		NOTE: DA Forms 2841 are received from installations by DCSRF and used to keypunch input cards for use in system.								

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	30KD	4	Tapes		See Attached Sheet
		1	Card Reader		
		1	Card Punch		
		1	Printer		

*EXPLAIN HOW COMPUTED

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Miscellaneous

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0332	Reserve Component Logistical Readiness	Tape	1200 (I)	DPA	Print Lines	1300 (I)	DCSLOG	Semi-annual	14 mins	0

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	20KD	4 1	Tapes Printer		See Attached Sheet

*EXPLAIN HOW COMPUTED

0332 (SYS CODE) | Unit Readiness Reporting - Reserve Component (SYS TITLE) | Headquarters First US Army (INSTALLATION) | DPI # A100

Reserve Component Unit Readiness (RCS CSGPO-313) (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
a. Reserve Component Unit Readiness provides a method to edit input punched cards for valid coding and produces source data listings and statistical reports on USAR and NG units in First US Army.	DA Form 2841	DCSRF	Semi-Annual	CSGPO-313	a. Edit Listing b. Error Cards c. List Report Cards d. Report Card Deck e. List by Troop Category f. List by REDCON Category	Semi-Annual	CSGPO-313	DCSRF	AR 135-8	DCSRF
b. Reserve Component Logistical Readiness provides a method to produce two summary type listings reflecting Logistical Readiness conditions of USAR and NG units in First US Army area.	DA Form 2841	DCSRF	Semi-Annual		a. List - Logistical Readiness conditions - REDCON criteria by troop category b. List - Authorized Level of Organization - all units with REDCON Code 1 by Troop category	Semi-Annual		DCSLOG	DF, DCSLOG	DCSLOG

C-IV-A-91

0335 (SYS CODE) | Enlisted Personnel Management (SYS TITLE) | Headquarters First US Army (INSTALLATION) | DPI # A100

Roster of WAC Enlisted Personnel (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for preparation of reports for WAC enlisted personnel in the First Army area reflecting name, grade, social security account number, primary and duty MOS, proficiency pay status, date of return from oversea, expiration term of service, unit of assignment, UIC, subunit and MRIC.	Active Army personnel master file	1A DPA	Monthly		Report in alphabetic sequence by the major installation	Monthly		DCSPER AHABA-W	DF, AHABA-W, DCSPER, 13 Oct 69	DCSPER

C-IV-A-62

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
335	Negative Report Messages by Autodin	Listing	12	IUSA DPA	Punched Cards	18(A)	Autodin Terminal	as req	1 min	1 min est

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
		1	Keypunch		See Attached Sheet

*EXPLAIN HOW COMPUTED Estimated. No PCM time used during Jan, Feb, Mar the monts used for computing avg hrs.

Headquarters, First US Army
(INSTALLATION)

DPI # A100

0335 (SYS CODE) | Enlisted Personnel Management (SYS TITLE)

Negative Report Messages by AUTODIN
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Preparation of single card negative report messages for notification to DA that officer and enlisted personnel transactions applicable to an Active Army Personnel Update cycle number for a strength month are negative.	AUTODIN Log-Out listing is screened for missing traffic	1 USA DPA	As Required		AUTODIN cards for negative messages.	As Required	CSGPA-1101 CSGPA-1102 CSGPA-1104 CSGPA-1105	AUTODIN Terminal	AR 680-6 AR 680-100 AR 600-200	HQ DA

C-IV-A-64

Headquarters, First US Army
(INSTALLATION)

DPI # A100

3335 (SYS CODE) Enlisted Personnel Management (SYS TITLE)

SRCP Monthend Master Tape File
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Preparation of duplicate SRCP master tape file reflecting personnel data information for personnel on ACDUTRA training with units serviced by First US Army.	SRCP Master Tape File	DPC	Monthly		7-channel magnetic tape	Monthly		Commanding Officer US Army Reserve Components Personnel and Administrative Center Attn: AGUZ-DP-O 9700 Page Boulevard St Louis, Missouri	DA message, AGEL, 011007Z JUL 71, subject: US Army Reserve Components Personnel and Administrative Center	USARCPAC St Louis

C-IV-A-65

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0335 (SYS CODE) Enlisted Personnel Management (SYS TITLE)

Listing of Enlisted Personnel with Chaplains Assistant MOS Codes
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINTS
Provides for preparation of report of enlisted personnel with primary MOS codes 71M, 09F, 09G, and 09H assigned to First US Army operating units to reflect name, MPC, social security account number, grade, primary MOS, race and expiration of term of service.	Active Army Personnel Master File	1A DPA	Monthly		Report in unit sequence	Quarterly		Chaplain AHACH	DF, AHAAG-D 20 Jan 70	Chaplain AHACH

C-IV-A-66

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0335 (SYS CODE) Enlisted Personnel Management (SYS TITLE)

Alphabetic Personnel Master File Listings
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for preparation of a report of all records maintained on the Active Army Personnel Master File as of the final update cycle of each month for locator and data analysis purposes. Report data reflects name, MPC, social security account number, grade code or pay grade, subunit, UIC, Analyst Code, DPA Code, RSI Code, service component, sex, type transaction and date of transaction.	Active Army Personnel Master File	1A DPA	Monthly		Alphabetic PMF Listings	Monthly		AG-B	DF, AHAAG 6 Jan 71	AG-B

C-IV-A-67

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
335	AWOL Statistical Report	Cards	1500 (I)	AG-B	Print Lines	1500(I)	AG-B	** Daily	30 mins	420 mins
335	Balancing & Converting Daily AWOL Cards	Cards	500 (I)	FUSA, DPA	Print Lines	500 (I)	AG-B	Daily	15 mins	330 mins
					Cards	500 (I)	AG-B			
335	DFR Suspense Roster	Cards	100 (I)	AG-BA	Print Lines	100 (I)	AG-BA	Monthly	360 mins	400 mins

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION			
	MAIN MEMORY	PERIPHERALS		REMARKS
		QTY	TYPE	PCM Application
		1	Reproducer	** Processed 12 times a month
		1	407	

PURPOSE OF APPLICATION (SYSTEM)

See Attached Sheet

*EXPLAIN HOW COMPUTED 3 month avg for Jan, Feb, and Mar obtained from Machine Utilization Records.

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0335 (SYS CODE) Enlisted Personnel Management (SYS TITLE)

AWOL Statistical Report
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for processing daily AWOL cards as a result of each update cycle to the Absentee Status Card file; and for preparation of a monthly AWOL Statistical Report in summary punch cards by identity (officer and enlisted personnel) within assignment and status codes.	Absentee Status Card File	AG-B	Daily		Tabulation of AWOLS by assignment and status codes. Listing of AWOLS in Social Security Number by Assignment Code	Monthly	AG-306 (R3)	AG-B	AR 680-2	AG-B

C-IV-A-69

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
335	Identification of Enlisted Personnel selected for Promotion to Grades E-5 thru E-7	listing	10	Units FUSA	Punched Cards	100 (I)	AG-B	as req	15 mins	15 mins (E

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
		1	Keypunch		See Attached sheet

*EXPLAIN HOW COMPUTED Estimated. No PCM time used during Jan, Feb, Mar the months used for computing avg hrs.

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0335 (SYS CODE) Enlisted Manpower Management (SYS TITLE)

Identification of Enlisted Personnel Selected for Promotion to Grades E-5 through E-7
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for the preparation of promotion transaction punch cards from promotion lists received from all issuing commands, units and organizations serviced by First US Army for input to daily Active Army Personnel Reporting System Update Cycles.	Promotion Lists	All units serviced by First US Army	As required		Promotion Transaction Punch Cards	As Required		AG-B	1A CIR 600-55 7 Aug 69	AG-B

C-IV-A-71

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0335	Preparation of Error Mnemonic Totals	MAG-Tape	372000(I)	FUSA, DPA	Print Lines	2880 (I)	AG-B	Daily	8 mins	27 min

C-IV-A-72

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	29KD	2	Tape (9)		See Attached Sheet
		1	Printer		

*EXPLAIN HOW COMPUTED 3 month avg for Jan Feb Mar excluding print and punch back-up time as recorded by Burroughs EDP Time Analysis and Billing System

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0335 (SYS CODE) Enlisted Personnel Management (SYS TITLE)

Preparation of Error Mnemonic Totals
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for preparation of report containing total number of errors by error mnemonic and location code for essential and non-essential errors. Error statistics produced are used for control of corrections and determining causes for errors and remedial action required to improve the accuracy of data input to the Active Army Personnel Reporting System.	Active Army Personnel Master File	DPC	Daily		Error Mnemonic by Location Report	Daily		AG-B	AR 680-2	AG-B

C-IV-A-13

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0335 (SYS CODE) Enlisted Personnel Management (SYS TITLE)

Military Police Unit and MOS Status Report
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for preparation of reports for First US Army operating enlisted personnel strength totals for all military police units. The report reflects authorized, actual and projected 60, 90 and 120 days strength by grade and MOS.	Active Army Personnel Master File	DPC	Monthly		Unit and MOS Status Report	Monthly		Provost Marshal, AHAPM-O	DF AIAPM-O 21 May 64	Provost Marshal

C-IV-A-74

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0335 (SYS CODE) Enlisted Personnel Management (SYS TITLE)

DFR Suspense Rosters
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for preparation of a roster reflecting active army personnel who have been in an AWOL status for a period in excess of 30 days.	Absentee Status Punch Card File	AG-BA	Monthly		DFR Suspense Rosters,	Monthly		AG-BA	AR 680-2	AG-BA

C-IV-A-75

Headquarters First US Army
(INSTALLATION)

DPI # A100

0335 (SYS CODE) Enlisted Personnel Management (SYS TITLE)

Monthly Status Records for STRATCOM
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
Provides for preparation of punched cards for all personnel assigned to US Army Strategic Communications Command units located in the First US Army area.	Active Army Personnel Master File	1A DPA	Monthly		Unit strength summary, punch cards	Monthly	SCC-23	Commanding General, US Army Strategic Communications Command ATTN: SCC-PER-PM Ft Huachuca Arizona 85613	Ltr, SCC-PER-PM, US Army Strategic Communications Command 2 Jun 70	STRATCOM

C-IV-A-76

PAGE NO. 43

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0335	Personnel Line Item Requisition System Grade E-6 & Below	Cards	200	AG-B	Cards Print Lines	200 (I) 200 (I)	AG-B	Monthly	38 min	30 min
0335	Enlisted Personnel Requisition System E-7 to E-9	Cards	100	AG-B	Cards Print Lines	100 (I) 100 (I)	AG-B			

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	30 KD	1 1 1 1 1280KB	Punch Printer Reader Tape (9) Disk		See Attached Sheet

*EXPLAIN HOW COMPUTED: 3 month avg for Jan, Feb, and Mar, excluding print and punch back-up time as recorded by Burroughs Time Analysis and Billing System.

Headquarters First US Army
(INSTALLATION)

DPI # A100

0335 (SYS CODE) Enlisted Personnel Management (SYS TITLE)

Personnel Line Item Requisition System (PLIRS), Grade E-6 and Below
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for preparation of reports from enlisted requisition cards received which reflect organization data, station, priority, MOS, grade, sex and quantity requisitioned for First US Army units	Punched Cards	AG-B	Monthly		Two reproduced card decks Tabulation of totals by station Routine Enlisted Requisition Listing	Monthly		AG-B	AR 614-200	AG-P

C-IV-A-78

PAGE NO. 4447

Headquarters First US Army
(INSTALLATION)

DPI # A100

0335 (SYS CODE) Enlisted Personnel Management (SYS TITLE)

Assignment Information Card Roster, Grades E-6 and Below
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for the preparation of cards and listings for the Personnel Line Item Requisitioning System from data received.	Key Punch worksheets	AG-B	As required		Assignment Information cards (3 decks) Assignment Information Rosters in UIC sequence (4 part) Assignment Information Rosters in Line Number sequence (2 part)	As required		AG-B	AR 614-200	AG-P

C-IV-A079

Headquarters First US Army
(INSTALLATION)

DPI # A100

0335 (SYS CODE) Enlisted Personnel Management (SYS TITLE)

Enlisted Personnel Requisition System, E-7, E-9
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for preparation of reports pertaining to requisitioning of senior enlisted personnel special category and intelligence personnel, and non-commissioned officer logistics program personnel.	Punched Cards	AG-B	Monthly		Two reproduced card decks Section Number Listings in MOS and grade sequence Installation Code Listings in line number sequence	Monthly		AG-B	AR 614-200	AG-P

C-IV-A-80

0335 Enlisted Personnel Management

(SYS CODE) (SYS TITLE)

Headquarters, First US Army
(INSTALLATION)

DPI # A100

Preparation of Morning Report Header Cards
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for the preparation of thirty-one punched cards for each First US Army unit maintained on the organization master file except BASOPS units to be used as morning report header cards. Data reflected on the cards are parent unit number, unit designation, FID, UIC, subunit, MRIC, and analyst code.	Organization Master File	1A DPA	Monthly		Punched Cards	Monthly		AG-B	DF, AHAAG-DL, 31 Jul 68	AG-B

C-IV-A-81

3335 Enlisted Personnel Management Headquarters, First US Army DPI # A100

(SYS CODE) (SYS TITLE) (INSTALLATION)

Balancing and Converting Daily AWOL Cards, Computer Report 204

(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for preparation of tabulation by type transaction code of AWOL cards to be balanced to the Z10 Report and conversion of AWOL cards to format required by AWOL Statistical Report.	Punched Cards	1A DPA	Daily		Tabulation by type transaction DPA Report 1570 Daily AWOL Cards	Daily		AG-B	AR 680-2	AG-B

C-IV-A-82

Headquarters, First US Army
(INSTALLATION)

DPI # A100

:335 (SYS CODE) Enlisted Personnel Management (SYS TITLE)

Consolidated Personnel Reporting System (CONPERS)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Preparation of duplicate active Army personnel master file, organization master file for First US Army units only and authorized strength master file on 7-track magnetic tape for submission to CONARC.	Active Army Personnel Master File.	DPC	Semi-monthly		7-track magnetic tape	Semi-monthly	ATPER-169	CG, HQ CONARC, Attn: AG Data Support Div, Ft Monroe, Va. 23351	Msg, 081900Z MAY 70, from CG, CONARC, ATPER-PPD-S	HQ, CONARC
	Organization Master File.	DPC	Semi-Monthly							
	Authorized Strength File.	DPC	Semi-Monthly							

C-IV-A-83

PAGE NO. 109

Headquarters, First US Army
(INSTALLATION)

2335 (SYS CODE) Enlisted Personnel Management (SYS TITLE) DPI # A100

Maintenance of Centralized Acknowledgement and Deletion System (CADS)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINTS
Preparation of card count of levy losses by month of CADS file for administration of the CADS System functions by AG.	CADS File	Cards from AG-PM-E	Monthly		Report "Totals by Assignment Month.	Monthly		AG-BA	DF, AG-PM-E, dtd 15 Jul 70	AG-PM-E
					CADS punch cards in name sequence.	Monthly		AG-BA	DF, AG-PM-E, dtd 15 Jul 70	AG-PM-E

C-IV-A-84

PAGE NO. 50A

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
335	Surplus MOS Report	Cards	200 (I)	AG-B	Print Lines Cards	200 (I) 200 (I)	AG-B	monthly	12 min	7 mins

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	23 KD	1 1 1 2400KB	Reader Printer Punch Disk		See Attached Sheet

*EXPLAIN HOW COMPUTED 3 month avg for Jan, Feb, and Mar, excluding print and punch back-up time ~~as recorded by Burroughs EDP Time~~ Analysis and Billing System

Headquarters, First US Army
(INSTALLATION)

0335 (SYS CODE) Enlisted Personnel Management (SYS TITLE)

DPI # A100

Surplus MOS Report
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Preparation of cards and listing of First US Army enlisted personnel who are surplus to their MOS authorization, as reported by Class I units.	1AA Form 575 and cards	AG-B	Monthly		Ledger sheets Pre-edit in UIC and MOS sequence Final listing in MOS sequence Original and two reproduced card decks.	Monthly		AG-B	AR 614-245 DF, AG-PM-E, dtd 17 Nov 70.	AG-PM-E

C-IV-A-86

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0335	Alphabetic Listing of Processed Transactions	MAG-Tape (I)	120000	FUSA, DPA	Print Lines	65000 (I)	AG-B	Weekly & Monthly	66 mins 80 mins	19 mins

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	44KD	1	Printer		See Attached Sheet
		2	Tape		
		10600	KB Disk		
		1	Punch		

*EXPLAIN HOW COMPUTED 3month avg for Jan, Feb, and Mar excluding print and punch back-up time, as recorded by Burroughs EDP Time Analysis Billing System.

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0335 (SYS CODE) Enlisted Personnel Management (SYS TITLE)

Alphabetic Listing of Processed Transactions
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for the preparation of listings to include all processed transactions as a result of updating the Active Army Personnel Master File. Reports are prepared separately for officer and enlisted personnel which reflect name, MPC, social security account number, grade code and pay grade, subunit, UIC, analyst code, RSI code, type transaction and date of transaction.	Processed Transaction Tape	1A DPA	Weekly and Monthly		Alphabetic Listing of Processed Transactions	Weekly and Monthly		AG-B	DF, AHAAG-BAC 5 May 70	AG-B

C-IV-A-88

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
336	Application from Active Duty Personnel for Regular Army Appointment	Forms	2	AG-B	Cards	2	AG-B	as received	5 mins	5 mins es

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
		1	Keypunch		See Attached Sheet

*EXPLAIN HOW COMPUTED Estimated. No PCM time used during Jan, Feb, and Mar the months used for computing avg hrs.

Headquarters First US Army
(INSTALLATION)

DPI # A100

0336 (SYS CODE) Officer Personnel Management (SYS TITLE)

Application from Active Duty Personnel for Regular Army Appointment
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for preparation of punch cards for active duty personnel applying for Regular Army appointment	Disposition Forms, DA Form 2496	AG-B	As Received		Cards	As Received		AG-B	DF, AHAAG-PA, 22 May 69	AG-B

C-IV-A-90

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA MEDIA	INPUT DATA AVG MONTHLY VOLUME	INPUT DATA SOURCE	OUTPUT DATA MEDIA	OUTPUT DATA AVG MONTHLY VOLUME	OUTPUT DATA DISTRIBUTION	FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MAG-Tape MAG-Tape MAG-Tape	1200 (I) 14000 (I) 105000 (I)	FUSA, DPA FUSA, DPA FUSA, DPA					382 mins	246 mins
336	Listing of Active Army Officers				Print Lines	50000 (I)	AG-B	Monthly		
336	Officer MOS Status Report				Print Lines	15000 (I)	AG-B	Monthly		
336	Permanent Party Officer Strength Reports				Print Lines	30000 (I)	AG-B	Monthly		
335	List of Enlisted Personnel Chaplain Assistant MOS Codes				Print Lines	500 (I)	Chaplain(AHACH)	Monthly		
335	Military Police Unit & MOS Status				Print Lines	500 (I)	Provost Marshal AHAPM-O	Monthly		

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION: MAIN MEMORY	PERIPHERALS QTY	PERIPHERALS TYPE	REMARKS
COBOL	14 KD	1	Punch	
		1	Printer	
		3	Tape-Drives	
		8000	(KB) Disk	

PURPOSE OF APPLICATION (SYSTEM)

See Attached Sheet

*EXPLAIN HOW COMPUTED — 3 month avg for Jan, Feb, Mar, excluding print and punch back-up time as recorded by Burroughs EDP Time Analysis & Billing System.

Headquarters First US Army
(INSTALLATION)

DPI # A100

0336 (SYS CODE) Officer Personnel Management (SYS TITLE)

Officer MOS Status Report
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for preparation of reports reflecting actual and authorized strength for First US Army Officer Personnel assigned to permanent party units.	Officer records selected as of the last day of each month from Active Army Personnel Master file	DPC	Monthly		Listings a. MOS within UIC and requisition group code b. MOS within requisition group code c. MOS by First US Army Command	Monthly		AG-B	DF, AHAAG-PM-O, 17 Feb 70	AG-B

C-IV-A-92

Headquarters First US Army
(INSTALLATION)

DPI # A100

0336 (SYS CODE) Officer Personnel Management (SYS TITLE)

Officer Assignment Cards (RIN "K")
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for preparation of listings for First US Army units reflecting officer assignment information contained in officer assignment cards received from DA via AUTODIN.	1. Cards 2. OMWW File	1. DA 2. 1A DPA	As Required		Listing Organization sequence	As Required		AG-B	AR 680-102	AG-B

C-IV-A-93

Headquarters First US Army
(INSTALLATION)

DPI # A100

0336
(SYS CODE)

Officer Personnel Management
(SYS TITLE)

Permanent Party Officer Strength Reports
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for preparation of report reflecting permanent party officer personnel charged against First US Army TOE's and TDA's strengths.	First US Army Operating Personnel Records	1A DPA	Monthly		a. Listing in name sequence b. Listing in branch, grade and name sequence c. Listing in Installation/ Activity, grade, branch and name sequence d. Listing Recapitulation by grade within branch and Installation/ Activity e. Listing Recapitulation by grade within branch	Monthly		AG-B	DF, DCSPER, AHABA-KD 8 Sep 70	AG-B

C-IV-A-94

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0336 (SYS CODE) | Officer Personnel Management (SYS TITLE)

First US Army Staff Officer Information Roster
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
Provides for preparation of listing containing officer personnel assinged to First US Army headquarters by staff section and grade which reflects name, grade, date of rank, branch, date of birth, race, date of assignment, primary MOS, secondary MOS, civilian and military education codes and security clearance.	Punched Cards	AG-BA	Monthly		First US Army Staff Officer Information Roster	Monthly		AG-BA	DF, AHABA-KD 27 Feb 69	AG-BA

C-IV-A-95

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0336	First Army Protocol Roster	Cards	1000 (I)	AG-B	Print Lines	1000 (I)	AG-B	Quarterly	10 min	10 min

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	22.2KD	1 1 400	Card Reader Printer KB Disk		See Attached Sheet

*EXPLAIN HOW COMPUTED 3month avg for Jan, Feb, and Mar excluding print and punch back-up time, as ~~recorded by Burroughs EDP Time~~ Analysis and Billing System.

Headquarters, First US Army
(INSTALLATION)

A100
DPI # _____

0336 (SYS CODE) | Officer Personnel Management (SYS TITLE)

First US Army Protocol Roster
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
Provides for the preparation of listing of officer personnel for each First US Army major staff section to include officers name, quarters phone, rank, date of rank, office, date assigned to Ft Meade, nickname, Wife's name, and childrens' names and ages.	Protocol Card File	AG-BA	Quarterly		First US Army Protocol Roster	Quarterly		AG-BA	DF, AHAAG PH, Sep 69	AG-BA

C-IV-A-97

0336 Officer Personnel Management Headquarters, First US Army DPI # A100

(SYS CODE) (SYS TITLE) (INSTALLATION)

Listing of Active Army Officers

(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for the preparation of various listings of Active Army officers reflecting personnel and organization data in different sequences. These listings reflect all officer personnel assigned to units serviced by the First US Army DPA.	Active Army Personnel Master File	1A DPA	Monthly		1. Listing: Roster of Class I Officers Under control of 1st US Army by name. 2. Listing: Roster of Officers FGGM name seq. 3. Listing: Roster of Officers Class I under control of 1st US Army by name within grade. 4. Roster of Officers other than 1st US Army Control by name within grade, within identity sequence.	Monthly		AG-BA	AR 680-2	AG-BA

C-IV-A-98

0336 (SYS CODE) | Officer Personnel Management (SYS TITLE) | Headquarters, First US Army (INSTALLATION) | DPI # A100

Listing of Active Army Officers (Cont'd)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
					5. Roster of Officers, FGGM, name within grade, within identity					
					6. Roster of Class I Officers under 1st US Army by name in grade in identity.					
					7. Roster of Class I Officers under 1st US Army Selected Branches name in grade in identity.					
					8. Roster of Officers assigned to units in State of New York, name, grade, identity, UIC within Station Code.					

C-IV-A-99

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0336	Off and Warrant Off Assignment Instructions	Cards	1000 (A)	DA, OPO-OPD	Print Lines	1000 (I)	AG-B	Daily	3 mins	31 mins

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION			
	MAIN MEMORY	PERIPHERALS		REMARKS
		QTY	TYPE	
COBOL	28 KD	1 1	Reader Printer	

PURPOSE OF APPLICATION (SYSTEM)

See Attached Sheet

*EXPLAIN HOW COMPUTED: 3 month avg for Jan, Feb, and Mar excluding print and punch back-up time, as recorded by Burroughs EDP Time and Analysis Billing System.

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0336 (SYS CODE) Officer Personnel Management (SYS TITLE)

Officer and Warrant Officer Assignment Instructions
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for the preparation of listings reflecting assignment instructions for officer and warrant officer personnel contained in assignment instruction punch cards received from DA. This information is used to prepare individual assignment orders by responsible agencies.	Assignment Instruction Cards	DA, OPO-OPD	Daily		Officer and Warrant Officer Assignment Instruction Listing	Daily		AG-BA	Ltr, HQ, DA, OPD 20 Mar 68	AG-PMO

C-IV-A-101

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Miscellaneous

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0337	Manpower Utilization and Requirements	Cards	5000 (M) Monthly	DCSOT	Print Line Cards	15000 (I) 1500 (M) Monthly	DCSOT, AHABC-FM	Monthly	32 mins	396 mins

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	48 KD	1 3 1 2000KB	Cd Reader Tapes (9) Printer Disk		See Attached Sheet

*EXPLAIN HOW COMPUTED 3 month avg for Jan, Feb, & Mar excluding print and puch back-up time as recorded by Burroughs EDP Time Analysis & Billing System.

Headquarters, First US Army
(INSTALLATION)

0337 (SYS CODE) Manpower Utilization and Requirements (SYS TITLE)

DPI # A100

Manpower Utilization and Requirements
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides a system for preparation of a report reflecting statistics on manpower utilization requirements for First US Army activities.	a. AMS Punch Cards	DCSOT	Monthly	CSFOR-78	a. Edit-Update Error List.	Monthly	CSFOR-78	DCSOT, AHABC-FM	AR 570-3	DCSOT, AHABC-FM
	b. Station Transaction Header Cards	DCSOT	Monthly		b. Intermediate Balance List	Monthly		DCSOT AHABC-FM	AR 570-3	DCSOT, AHABC-FM
	c. Station Master Cards	DCSOT	Monthly		c. Station Balance List	Monthly		DCSOT AHABC-FM	AR 570-3	DCSOT AHABC-FM
	d. Station Transaction Cards No's 1, 2, 3.	DCSOT	Monthly		d. Manpower Utilization Report (DA Form 2158)	Monthly		DCSOT AHABC-FM	AR 570-3	DCSOT AHABC-FM
					e. AMS Validation List	As Required		DCSOT AHABC-FM	AR 570-3	DCSOT AHABC-FM

C-IV-A-103

Headquarters, First US Army

0337 Manpower Utilization and Requirements (INSTALLATION) DPI # A100

(SYS CODE) (SYS TITLE)

Manpower Utilization and Requirements

(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides a system for preparation of a report reflecting statistics on manpower utilization requirements for First US Army activities.	a. AMS Punch Cards	DCSOT	Monthly	CSFOR-78	a. Edit-Update Error List.	Monthly	CSFOR-78	DCSOT, AHABC-FM	AR 570-3	DCSOT, AHABC-FM
	b. Station Transaction Header Cards	DCSOT	Monthly		b. Intermediate Balance List	Monthly		DCSOT AHABC-FM	AR 570-3	DCSOT, AHABC-FM
	c. Station Master Cards	DCSOT	Monthly		c. Station Balance List	Monthly		DCSOT AHABC-FM	AR 570-3	DCSOT AHABC-FM
	d. Station Transaction Cards No's 1, 2, 3.	DCSOT	Monthly		d. Manpower Utilization Report (DA Form 2158)	Monthly		DCSOT AHABC-FM	AR 570-3	DCSOT AHABC-FM
					e. AMS Validation List	As Required		DCSOT AHABC-FM	AR 570-3	DCSOT AHABC-FM

C-IV-A-103

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Miscellaneous

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0379	First US Army TOE Troop List	Cards	250 (I)	DCSOT	Print Lines	250 (I)	DCSOT	as req	12 mins	12 mins Est
			as req			as req				

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	12KD	1 3 1	Printer Tapes (9) Card Reader		[redacted]

*EXPLAIN HOW COMPUTED Estimated. No computer time used during Jan, Feb, & Mar, the months used for computing avg hours.

Headquarters, First US Army
(INSTALLATION)

DPI # A100

379 (SYS CODE) Army Force Planning System (SYS TITLE)

First US Army TOE Troop List
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
Provides for generating reports in various sequences reflecting TOE Unit data for certain units assigned and stationed within the First US Army Command jurisdiction.	a. TOE Unit Update Transactions. b. TOE Punch Card Master File.	DCSOT	As Required		TOE Troop List	As Required		DCSOT, AHABC-OR	DF, AHABC-OR	DCSOT AHABC-OR

C-IV-A-105

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Miscellaneous

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MC OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0379	Contingency Plan Troop List	Cards	800 (I) as req	DCSOT	Print Lines	1600 (I) as req	DCSOT, AHABC-OR	as req	14 mins	14 mins Est

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	11KD	1 1 2	Printer Cd Reader Tapes (9)		See Attached Sheet

*EXPLAIN HOW COMPUTED Estimated application was not run during Jan, Feb, & Mar, the months used for computing avg hours.

Headquarters, First US Army
(INSTALLATION)

DPI # A100

0379 (SYS CODE) | Army Force Planning System (SYS TITLE)

Contingency Plan Troop List
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
Provides a system to process and generate reports reflecting data relative to units contained in the First US Army Contingency Plan Troop List.	a. Update transactions. b. Contingency Plan Master Punch Card File	DCSOT, AHABC-OR	As Required		Contingency Plan Troop List	As Required		DCSOT, AHABC-OR	DF, AHABC-OR	DCSOT, AHABC-OR

C-IV-A-107

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/M OF SYSTE TIME USE
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0335	Officer/Enlisted Strength Audit	Tape	110000(I)	FUSA, DPC	Tape	90000 (A)	HQ, DA via Autodin	Three times a year	85 mins	85 mins
		Tape	30000 (A)	HQ, DA	Cards	5000 (I)	AG-B			
					Print Lines	10000 (I)	AG-B			

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	80KD	5	Tape (9)		See Attached Sheet
		1	Printer		
		1	Punch		
		13800	KB Disk		

*EXPLAIN HOW COMPUTED Estimated. No computer time used during Jan, Feb, and Mar, the months used for computing avg hrs.

Headquarters First US Army
(INSTALLATION)

0335 (SYS CODE) Enlisted Personnel Management (SYS TITLE)

Officer/Enlisted Strength Audit
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISIO POINTS
Provides for the preparation of an extract of the active Army personnel master file to be forwarded to HQ DA to be matched against the EOMF/EMTR (HQ DA data base) to detect and resolve discrepancies between the HQ DA and ASMIS(A) data bases. Output as a result of the match is provided to DPA for research and resolution of generalized errors and inconsistencies, unmatched records and unaudited records.	Phase I: Active Army personnel master file. Phase II: Audited records from HQ DA.	First Army DPA	Three times a year as of Jan, May and Sep		Phase I: Extract of PMF Mag Tape Phase II: PMF Rosters (4) Statistical Report (4) Punched Cards	Three times a year, as of Jan, May and Sep	CSGPA-1130 (MIN)	Phase I: Tape transmitted via AUTODIN to HQ DA Phase II: AG-BA	Ltr, AGAO-KC, DCSPER-DPS-SFM, DA 28 Sep 70, subj: Officer/ Enlisted Strength Audit, RCS CSG-PA-1130 (MIN)	AG-B

Headquarters First US Army
(INSTALLATION)

0335 (SYS CODE) Enlisted Personnel Management (SYS TITLE)

SRCP Personnel Reporting System (Daily) ASMIS
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECIS POINT
Provides for processing of SRCP transactions to update the SRCP Personnel Master File pertaining to Army Reserve personnel on active duty for training.	Transaction cards	AG-B	Bi-Monthly		1. SRCP O/M Register (2) 2. SRCP Transaction Register (2) 3. Error cards	Bi-monthly		AG-B	HQ DA CSCSM-PF-C, 13 Apr 70	AG-B

(INSTALLATION)

0335 (SYS CODE) Enlisted Personnel Management (SYS TITLE)

SRCP Personnel Reporting System (Month-End)
ASMIS
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECIS POIN
Provides for the preparation of SRCP Monthly Personnel Rosters pertaining to Army Reserve personnel on active duty for training.	Magnetic Tapes	First Army DPA	Monthly		SRCP Monthly Personnel Rosters (5)	Monthly		AG-B	HQ DA, CSCSM-PF-C, 13 Apr 70	AG-B

(INSTALLATION)

0335 (SYS CODE) Enlisted Personnel Management (SYS TITLE)

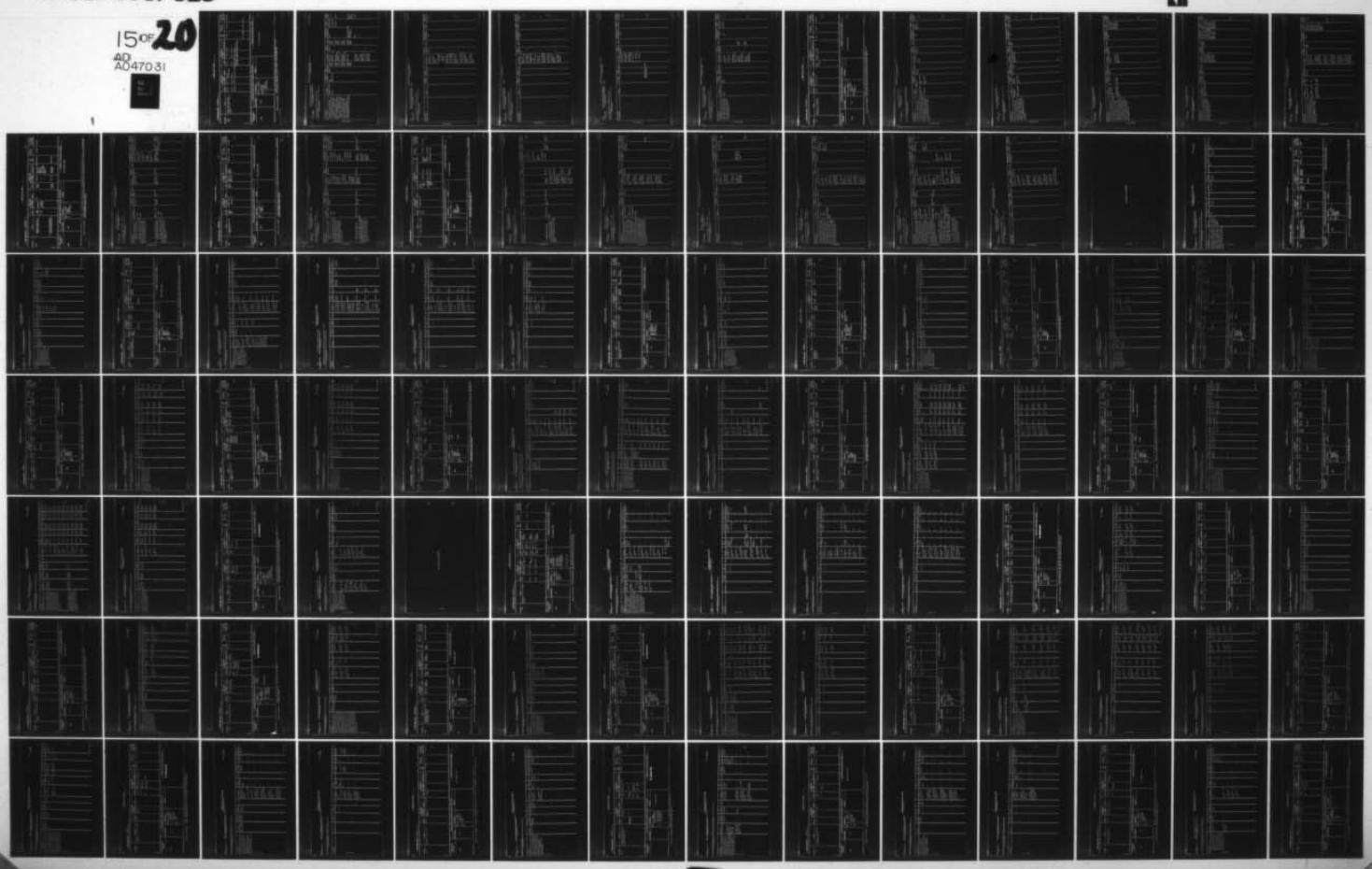
Monthly Enlisted Master Tape (EMTR) Audit (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECIS POIN
Provides for preparation of Monthly Audit Feedback transactions to DA, PERMACAP and BASOPS Units when a variation exists between DA-EMTR and PMF data. In addition, transactions are prepared to update the First Army's PMF.	1. Monthly Enlisted Master Tape Record (EMTR) 2. Active Army Personnel Master File	DA First Army DPA	Monthly	AG-510	Magnetic Tapes	Monthly	AG-510	1. HQ DA 2. BASOPS Installation 3. Next cycle PMF Update First Army DPA	Ltr, AGRZ-SFP, DA, 20 May 69	Same

AD-A047 031 OFFICE OF THE CHIEF OF STAFF (ARMY) WASHINGTON DC MA--ETC F/G 15/5
FUNCTIONAL STUDY OF CONUSA (CONTINENTAL U.S. ARMY) MANAGEMENT.(U)
MAY 72

UNCLASSIFIED

15 OF 20
AD
AD47031



CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/M OF SYSTE TIME USE
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0335 0336	Active Army Personnel Reporting System (Daily) ASMIS	Cards	89523 (A)	AG-B from BASOPS	Cards	6000 (A)	AG-B	** Daily	330 mins	2100 min
		Cards	41905 (I)	AG-B	Print	44000 (I)	AG-B			
		MAG-Tap	82875 (A)	Autodin Terminal	MAG-Tape	132597 (A)	DA			
					MAG-Tape	3245 (A)	other DPI's			
					MAJ-Tape	500405(A)	BASOPS Instal			
								** Processed 3 times a week		

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	130KD	1	Printer		See Attached Sheet
		40800	KB Disk		
		1	Reader		
		1	Card-Punch		
		5	Tape-Station		

*EXPLAIN HOW COMPUTED: 3 month avg for Jan, Feb and Mar excluding print and punch back-up time, as recorded by Burroughs EDP Time Analysis and Billing Systems.

Headquarters First US Army
(INSTALLATION)

DPI # A1CJ

0335 Enlisted Personnel Management
0336 Officer Personnel Management
(SYS CODE) (SYS TITLE)

Active Army Personnel Reporting System
(Daily) ASMIS
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISI POINT
Provides for maintaining personnel master files of all military personnel serviced by this DPA. Input data consists of transactions from BASOPS installations, DA and AG-B. All transactions processed are forwarded to DA for update of the officer and enlisted personnel data banks. Reports are produced at the local level in support of personnel management and related activities of the command	Magnetic Tapes Cards	DA AG-B Other DPA's	*Daily	CSGPA-1102 (MIN)	OM Transaction Register (3)	*Daily	CSGPA-1102 (MIN)	AG-B	AR 680-100 AR 600-200	
				CSGPA-1101 (MIN)	Personnel Transaction Register (4)	"	CSGPA-1101 (MIN)	"	AR 680-2	AG-B
				CSGPA-1104 (MIN)	Authorized Strength Register (4)	"	CSGPA 1104 (MIN)	"		"
				CSGPA-1105 (MIN)	Mag Tapes	"	CSGPA-1105 (MIN)	DA, Other DPA BASOPS Installations	s	DA, Oth DPA's BASOPS stallat
					1. Intact Unit Loss Cards	"		AG-B		AG-B
					2. Intact Unit Loss AWOL Cards	"		"		"
					3. Off Intact Unit Loss Cards	"		"		"

C-IV-A-114

Headquarters First US Army
(INSTALLATION)

0335 Enlisted Personnel Management
0336 Officer Personnel Management (cont)
(SYS CODE) (SYS TITLE)

Active Army Personnel Reporting System
(Daily) ASMIS
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINTS
					4. Daily AWOL Cards	*Daily		AG-B		AG-B
					5. OS Unit Locator Cards	"		"		"
					6. Essential Error Cards	"		"		"
					Off AG-0 Cards	"		"		"
					8. PMF Inquiry Cards	"		"		"
					9. DA-Master Inquiry Cards	"		"		"
					10. DA Error Notification Cards	"		"		
					11. Expired Suspense Cards	"		"		"
					12. Processed Accession Cards	"		"		"
					13. Non-Essential Error cards	"		"		"

0350 Enlisted Personnel Management (INSTALLATION)
0336 Officer Personnel Management (cont)
(SYS CODE) (SYS TITLE)

Active Army Personnel Reporting System
(Daily) ASMIS
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINTS
					**14. AG-412 Auth Str Report Cards	Daily		AG-B		AG-B
					15. BASOPS Error Cards	"		"		
					LISTINGS (4)					
					1. PMF Inquiry Rpt	"		"		"
					2. DA Inquiry Rpt	"		"		"
					3. DA Change Notifications Processed	"		"		"
					4. DA Error Notification	"		"		"
					5. Expired Suspense Notices	"		"		"
					6. Officer Name, SSAN changes	"		"		"

Headquarters First US Army
(INSTALLATION)

0335 Enlisted Personnel Management
0336 Officer Personnel Management (cont)
(SYS CODE) (SYS TITLE)

Active Army Personnel Reporting System
(Daily) ASMIS
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINTS
					7. Processed Separations	*Daily		AG-B		AG-B
					8. Processed Accessions	"		"		
					9. DA Name/ SSAN Changes	"		"		"
					10. Z10 Rpt	"		"		"
					11. Z20 Rpt	"		"		"
					12. Z30 Rpt	"		"		"

* Three times a week
**Last Work Day

Headquarters First U.S. Army
(INSTALLATION)

0336 — Enlisted Personnel Management
0336 — Officer Personnel Management
(SYS CODE) (SYS TITLE)

Active Army Personnel Reporting System
(Month-End) ASMIS
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for producing month-end summary reports and military personnel rosters which serve as a tool to reconcile the accountable strength as maintained by DPA's.	Magnetic tapes Cards	First Army DPA AG-B	Monthly		Z10 Report (4)	Monthly		AG-B	AR 680-18	AG-B
					Z20 Report (4)	"		AG-B	AR 680-2	
					Z30 Report (4)	"		"		
					Personnel Transaction Register (4)	"		"		
					Enlisted Monthly Personnel Rosters (5)	"	CSGPS-1114	"		
					Officer Monthly Personnel Rosters (5)	"	CSGPA-1114	"		

C-IV-A-118

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
337	Centralized Assignment Procedure III (Cap III)	Cards	2000 (M)	AG-B	Cards Print Lines	500 (M) 10000 (M)	AG-B AG-B	as req	4 mins	58 mins

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	32KD	1	Card Reader		See Attached Sheet
		1	Card Punch		
		1	Printer		
		8000KB	Disk		
		1	Tape (9)		

*EXPLAIN HOW COMPUTED: 3 month avg for Jan, Feb, Mar excluding print and punch back-up time, as recorded by Burroughs EDP Time Analysis and Billing Systems.

Headquarters [illegible]
(INSTALLATION)

0337 (SYS CODE) Manpower Utilization and Requirements (SYS TITLE)

Centralized Assignment Procedure III (CAP III)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for preparation of rosters for world-wide assignment of enlisted personnel. In addition to the names and other pertinent data, the rosters will reflect assignment instructions with any special instructions pertaining to specific assignments.	1. Punched cards 2. Active Army PMF file 3. O/M file	AG-B First Army DPA First Army DPA	As required		Roster (4) Cards	As required		AG-B	DA ltr, EPPMA, 19 Apr 71	AG-B

0220 (SYS CODE) Enlisted Manpower Management (SYS TITLE)

OMWWL Reconciliation System (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for the preparation of the Reconciliation Results Register to resolve unit data problems that exist between Headquarters, DA's OMWWL file and the OMWWL file maintained at the Headquarters First US Army DPA.	AA/LOC file (SECRET) OMWWL (SECRET)	HQ DA, ODCSOPS First Army DPA	Quarterly	CSGPO-322	Reconciliation Results Register (3)	Quarterly	CSGPO-322	AG-B	AR 525-10	AG-B

0220 (SYS CODE) Enlisted Manpower Management (SYS TITLE)

MOS Validation (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISIO POINTS
Provides for the preparation of an updated MOS master file, purge rescinded and invalid MOS codes from the active Army personnel master file, edit compatibility of MOS and ASI, MOS and grade, MOS and proficiency pay for enlisted personnel, produce a new PMF and roster for MOS, ASI, grade and proficiency pay corrections which contained an error or incompatible data.	1. MOS master punched card file. 2. Active Army personnel master file.	1. HQ DA 1. First Army DPA	Monthly		1. MOS Listing (3) 2. MOS Rosters by reporting unic (3)	Monthly		AG-BA	Ltr, HQ DA, 27 May 69, subj: DOD Army and Civilian Occupation Code Data	AG-BA

C-IV-A-122

0270 (SYS CODE) Enlisted Manpower Management (SYS TITLE)

Systems Effectiveness Report (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECIS POIN
Provides for the preparation of report to evaluate the effect of processed personnel transactions on the active Army personnel master file.	Active Army personnel master file	First Army DPA	Daily		Report titled "Age Distribution of PMF Records by RSI Codes and Total Number of RSI Records" (5)	Monthly	CSGPA-1112	AG-B for CG, US Army Personnel Information Systems Command, ATTN: DPS-Q, Department of the Army, Wash, D.C. 20310	DA ltr, AGEZ, AGAO-KC, 10 Jun 70, subj: Systems Effectiveness Report, RCS CSGPA-1112	AG-B

Headquarters First US Army
(INSTALLATION)

0220 (SYS CODE) Enlisted Manpower Management (SYS TITLE)

Roster of Exceptions
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for preparation of reports reflecting exception statistics and PERMACAP rosters in three parts; and, to generate records to update the active Army PMF, PERMACAP and BASOPS units files.	1. BASOPS tape file 2. PERMACAP card file 3. Active Army personnel master file	1. AG-B 2. AG-B 3. First Army DPA	Monthly		1. Update tape records for next active Army cycle. 2. Mag tape for BASOPS installations and PERMACAP units. 3. Exception Statistics Report (6) 4. Part I - Officer Data Element Exceptions (6) 5. Part II - Officer Unmatched Record exceptions (6) 6. Part III - Officer Unmatched Record Exceptions Alpha (6)	Monthly	CSGPA-1092	AG-BA	AR 680-4 CONARC Msg 101704Z Dec 70 ATPRT-P and MS, subj: BASOPS Military Personnel Accounting System (MPAS)	AG-BA

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: PERSONNEL

1002

SYS CODE	TITLE	INPUT DATA: MEDIA	INPUT DATA: AVG MONTHLY VOLUME	INPUT DATA: SOURCE	OUTPUT DATA: MEDIA	OUTPUT DATA: AVG MONTHLY VOLUME	OUTPUT DATA: DISTRIBUTION	FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
0284	a. Roster JA Officers assigned Ready Reserve	Tape a. RPMF b. OMF	100000(I) 2000(I) Quarterly	DPA	Print-Lines	1500 (M) " " " "	SJA, 1st Army JAG Sch-UNIVVIR TJAG, DA SJA, CONARC SJA, 97th ARCOM	Quarterly	25 MINS	24 MINS
	b. Roster USAR Chaplains assigned Ready Reserve	"	"	"	Print-Lines	250 (I)	Chaplains, 1st Army	Quarterly		

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION: MAIN MEMORY	PERIPHERALS: QTY	PERIPHERALS: TYPE	REMARKS
COBOL	31KD	3 1 1	Tapes Printer Card Reader	

PURPOSE OF APPLICATION (SYSTEM)

See Attached Sheets

*EXPLAIN HOW COMPUTED: 3 month average for Jan, Feb and March, excluding print and punch back-up time as recorded by Burrough EDP Time and Analysis Billing System.

Headquarters First US Army
(INSTALLATION)

0284 (SYS CODE)

Reserve Personnel and Manpower Management (SYS TITLE)

Reserve Field System B3500, Local HQ Support Requirements
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINTS
a. Roster of JA Officers Assigned to Ready Reserve: Provides a mechanical method of preparing a listing of all officers with a branch code of "JA" who are assigned to USAR units in the First Army area.	Magnetic Tape: a. RPMF b. OMF	DPA, First US Army	Quarter-ly		"JA" Officer Report List (5)	Quarter-ly	-	a. SJA Section First Army b. JAG School Univ of VA c. Office of TJAG, DA d. SJA, USCONARC e. SJA, 97th ARCOM	DF, SJA, First Army	SJA, Fir Arr
b. Roster of USAR Chaplains Assigned to Ready Reserve: Provides a mechanical method of preparing a listing of all Chaplains (Ch Branch Code) who are assigned to USAR units in First Army area.	Magnetic Tape: a. RPMF b. OMF	DPA, First US Army	Quarter-ly		Chaplains - Report List (5)	Quarter-ly	-	Chaplain's Office, First Army - AHACH	DF, Chap-lain's Office - First Army	Chaplai Office First A AH

C-IV-A-126

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: PERSONNEL

1002

SYS CODE	TITLE	INPUT DATA: MEDIA	INPUT DATA: AVG MONTHLY VOLUME	INPUT DATA: SOURCE	OUTPUT DATA: MEDIA	OUTPUT DATA: AVG MONTHLY VOLUME	OUTPUT DATA: DISTRIBUTION	FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
0284	c. Reserve Station and Troop List	Tape RPMF OMF	100000(I) 2000(I)	DPA DPA	Print-Lines "	5000 (I) 5000 (I) 5000 (I)	DCSRF DCSLOG AG	Monthly	20 MINS	2 MINS

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION: MAIN MEMORY	PERIPHERALS: QTY	PERIPHERALS: TYPE	REMARKS
COBAL	32KD	1 1	Tape Printer	

PURPOSE OF APPLICATION (SYSTEM)

See Attached Sheet

*EXPLAIN HOW COMPUTED 3 month average for Jan, Feb and March, excluding print and punch back-up time as recorded by Burroughs EDP Time and Analysis Billing System.

0284 (SYS CODE) Reserve Personnel and Manpower Management (cont) (SYS TITLE) (INSTALLATION)

Reserve Field System B3500, Local HQ Support Requirements (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINTS
c. Reserve Station and Troop List: Provides a mechanical method of preparing a report listing reflecting organizational data and strength totals (actual, authorized and manning level) for all USAR units assigned to First Army area.	Magnetic Tape: a. RPMF b. OMF	DPA, First US Army	Monthly	-	Reserve Station Troop Lists: a. Section I: UIC within functional category code (8) b. Section II: UIC within station (8) c. Section III: Recap by ARCOM GOCOM (8)	Monthly	-	DCSRF: a. AHARF-RO b. AHARF-OP c. AHARF-OO DCSLOG: AHABD-MH AG: a. AHAAG-BR b. AHAAG-CB c. AHAAG-CF	DF, AG and verbal request DCSRF	DCSRF, AHARF-P
d. Reserve Unit Register: Provides a mechanical method of preparing listings consisting of organizational data of all USAR units in the First Army area currently reflected on the "OMF" maintained by the First Army DPA.	Magnetic Tape: OMF	DPA, First US Army	Monthly	-	Reserve Unit Register List (45)	Monthly	-	DCSLOG, AHABD-MH DPA, IGMR-AHBDB-D CO, Fort Hamilton, AHBCE	Verbal request - AG	AG-...

CURRENT ADP SYSTEMS

FUNCTIONAL AREA:

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0284	e. USAR Locator Listing	Tape RPMF	100000(I)	DPA	Print-Lines a. NAME SEQ	496000(I)	AG-B	Monthly (TWO Times)	604 MINS	409 MINS
					b. UICSEQ	297000 (I)	AG-B	Monthly	380 MINS	
					c. ARCOM/GOCOM SEQ	297000 (I)	AG-B	Bi-monthly	380 MINS	

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	60KD	8 1 1	Tapes Disk Card Reader Printer		See Attached Sheet

*EXPLAIN HOW COMPUTED 3 months average for Jan, Feb and March, excluding print and punch back-up time as recorded by Burroughs EDP Time and Analysis Billing System.

Headquarters First US Army
(INSTALLATION)

0284 (SYS CODE) Reserve Personnel and Manpower Management (SYS TITLE)

Reserve Field System B3500, Local HQ Support Requirements
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
								CG, RCPAC a. AGUZ-PAD-CR b. AGUZ-TAD-DCR CG, 97th ARCOM AG, AHAAG-BR		
e. USAR Locator Listing Provides for preparation of a listing reflecting various items of personnel data for all personnel assigned to First Army area.	Magnetic Tape: RPMF	First Army DPA	Monthly		Locator lists: a. Name sequence (10) b. Name within grade within UIC sequence (6) c. Name within ARCOM/ GOCOM sequence (1) d. SSAN sequence (copies	Monthly Monthly Monthly Bi-monthly As required		AG-(AG-B)	DF, AG-C Verbal - AG-B	AG (AG-

C-IV-A-130

Headquarters First US Army
(INSTALLATION)

0284 (SYS CODE)

Reserve Personnel and Manpower Management (SYS TITLE)

Reserve Field System (B3500), MOSC Conversion System
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINTS
Provides for preparation of MOS conversion listings, either indirect or direct MOS conversion, also produces MOS transaction cards which can be used as input to RPMF update cycles. Input in the form of conversion cards, together with a magnetic tape of all current MOS are used to prepare those listings and transaction cards which are furnished to proponent for review and generation of input transactions to change MOS for selected personnel in First US Army area.	a. Punch cards, MOSC conversion deck b. Magnetic tape (1) MMOS Master (2) RPMF	AG (AG-B)	As required	-	a. MOS Error Count List(3) b. Conversion Card Register (2) c. Direct MOS conversion Roster (6) d. Indirect MOS conversion Roster (6) e. Direct MOS conversion - Invalid Units (2) f. Indirect MOS conversion - Invalid Units (2)	As required	-	AG-(AG-B)	Ltr, RCPAC 3 Sep 71; DF, AHAAG-B	AG-(AG-

C-IV-A-131

Headquarters [illegible]
(INSTALLATION)

0284 (SYS CODE) | Reserve Personnel and Manpower Management (SYS TITLE)

Reserve Field System (B3500), MOSC Conversion System
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINTS
					g. Training Center Labels (1)	As Required		AG-(AG-B)	Ltr, RCPAC 3 Sep 71; DF, AHAAG-B	AG-(AG
					h. MOS transaction Turn around cards (1)					
					i. Page index List (2)					
					j. MOS conversion action-magnetic tape			DPA, First US Army, for next update cycle		

Headquarters First [illegible]
(INSTALLATION)

0284 (SYS CODE) Army Reserve and Manpower Management (SYS TITLE)

Reserve Field System (B3500), - USAR Monthly Report Output Cycle
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
The end of month report cycle utilizes the end of month (EOM) action tape created during the last USAR update cycle and the current OMF to prepare required monthly report listings and other documents to include DA Forms 1379, DA Forms 3725, DA Forms 3726, and various suspense action rosters for use by USAR units and/or intermediate commands in First Army area.	Magnetic Tape: a. OMF b. RPMF c. EOM (End of Month) Actions Tape	First Army DPA	Monthly	-	a. DA Form 1379 (4) b. DA Form 3725 (2) c. DA Form 3726 (2) d. DA Form 3726-1 (2) e. Personnel Action Suspense Roster (3) f. Training Center Address Labels (6) g. Expired Suspense Rosters (3) h. DA Form 1379 Control Ledger (5) i. Roster-Mismatch OMF-Record List (2)	Monthly " " " " " " " "	-	AG-(AG-B)	Reserve Field System (B3500) Verbal request AG (AG-B)	AG-(AG-B

Headquarters First US Army
(INSTALLATION)

0284 (SYS CODE) Reserve Personnel and Manpower Management (SYS TITLE)

Reserve Field System (B3500), USAR Update Cycles
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for updating the RPMF and OMF by the process of editing, validating, reformating, sorting and matching of input transactions against these master files. During the processing various output listings and report cards are produced for use of report proponent. During the final update cycle, in addition to creating the new "OMF" and"RPMF", the following additional tape files are generated: a. Duplicate RPMF - which includes personnel for whom loss transactions have been processed during report month. This tape file is furnished to RCPAC for preparation of various statistical reports for higher headquarters (DA, CoRC, CAR, etc) b. An "EOM" actions tape which consists of selected items from "RPMF" and is prepared for use in end of month report cycle operations.	Punch Cards a. RPMF transactions (See note) b. OMF transactions c. DA Form 1383 Magnetic Tape a. RPMF b. OMF c. Valid MOS NOTE: RPMF transaction can be either tape of card	AG-(AG-B) DPA, First Army	Semi-Monthly Semi-Monthly	-	Punch Cards a. Retirement gain/loss cards (1) b. OMF Error Cards c. RPMF Error cards Magnetic Tape a. New RPMF b. New OMF c. Duplicate RPMF d. EOM actions Report Listings a. Rejected/accepted transaction list (2)	Semi-Monthly " " " " Monthly Monthly Semi-Monthly "	-	AG-(AG-B) " " DPA, First Army " " RCPAC DPA, First Army AG-(AG-B) "	Reserve Field System (B3500) Verbal request AG-(AG-B)	AG-(AG-B

C-IV-A-134

Headquarters First US Army
(INSTALLATION)

0284 (SYS CODE) | Reserve Personnel and Manpower Management (cont) (SYS TITLE)

Reserve Field System (B3500), USAR
Update Cycles
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINTS
					b. OMF transaction register (5)	Semi-Monthly		AG-(AG-B)		
					c. OMF Listing (5)	"		"		
					d. DA Form 603 (1)	"		"		
					e. Duplicate SSAN Roster (2)	"		"		
					f. Augmentation unit roster (3)	"		"		
					g. RPMF Record Count List (3)	"		"		
					h. RPMF Transaction Register (2)	"		"		
					i. RPMF Error Listing (2)	"		"		
					j. RPMF transcript list (2)	As requested		"		

FINANCIAL MANAGEMENT

Headquarters, First US Army
(INSTALLATION)

426 Production Planning and Control DPI # A100
(SYS CODE) (SYS TITLE)

nalyst Performance and Coding Quality Report
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	PCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINTS
rovides the number of Roster ransactions, Morning Reports, nd DA Forms 1-1 corrected nd/or coded, the time spent aking the corrections and/or oding, and a rate/hour for ach by individual, by subunit, f the AG Active Army Personne Branch	Punched Cards in formats described in program FAH50P	AG-B	Monthly		Listed Report	Monthly		AG-B	DF of 27 Jan 71, from AG	AG-B

C-IV-B-2

PAGE NO. 654

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: FINANCE

2501

YS CODE	TITLE	INPUT DATA: MEDIA	INPUT DATA: AVG MONTHLY VOLUME	INPUT DATA: SOURCE	OUTPUT DATA: MEDIA	OUTPUT DATA: AVG MONTHLY VOLUME	OUTPUT DATA: DISTRIBUTION	FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
0137	CINFARS/Net Expenditures Reimbursements and related Cash Transactions	Cards	150 (M) Monthly	DCSCOMPT	Print-Lines Cards	450 (M) 150 (M) Monthly	DCSCOMPT AHACO-FO	Monthly	6 MINS	4 MINS

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION: MAIN MEMORY	PERIPHERALS: QTY	PERIPHERALS: TYPE	REMARKS
	31KD	1	Printer	
		1	Tape (9)	
		4000KB	Disk	
		1	Punch	
		1	Reader	

PURPOSE OF APPLICATION (SYSTEM)

*EXPLAIN HOW COMPUTED 3 month average for Jan, Feb and March, excluding print and punch back-up time, as recorded by Burroughs EDP Time Analysis and Billing System.

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0137 (SYS CODE) Appropriation and Fund Accounting (SYS TITLE)

CINFARS/Net Expenditures Reimbursements and Related Cash Transactions
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for the preparation of accounting and reporting for expenditures, reimbursements and related cash transactions to DA, as reported by First US Army Disbursing Offices.	Expenditure Transaction Cards	DCSCOMPT, AHACO-FO	Monthly	CSCFA-215(R1)	Expenditure Error List	Monthly	CSCFA-215(R1)	DCSCOMPT, AHACO-FO	a. DA msg 913593	DCSCOMPT AHACO-FO
					Blkp-List	"	"	"	b. DF, DCSCOMPT, AHACO-FO	"
					Recon-List	"	"	"		"
					RCP-List	"	"	"		"
					RPT-List	"	"	"		"
					RPT-Cards	"	"	"		"

C-IV-B-4

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: FINANCE

2501

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0137	CINFARS CURRENT MONTH REPORTING & RECONCILIATION	Cards Tapes Forms	2500 (M) Monthly	DCSCOMPT	Print-Lines	3200 (M) Monthly	DCSCOMPT AHACO-FO	Monthly	171 MINS	40 MINS

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
	60KD	1	Reader		See Attached Sheet
		1	Printer		
		1	Punch		
		4	Tapes (9)		
		1872 KB	Disk		

*EXPLAIN HOW COMPUTED 3 month for Jan, Feb and March, excluding print and punch back-up time, as recorded by Burroughs EDP Time Analysis and Billing System.

C-IV-R-5

Headquarters, First US Army

0137 Appropriation & Fund Accounting (INSTALLATION) DPI # A100

(SYS CODE) (SYS TITLE)

CINFARS/Current Month Reporting & Reconciliation

(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for preparation of a variety of reports reflecting current month's expenditures, disbursements and collections, data furnished by First US Army Disbursement Offices.	a. Punched Detail and Adjustment Cards	DCSCOMPT AHACO-FO	Monthly		a. Error Cards	Monthly		DCSCOMPT AHACO-FO	AR 37-151	DCSCOMPT AHACO-FO
	b. New-ACMF Mag-Tape		Monthly		b. Audit Trail Register	Monthly		"	"	"
	c. Navy Transactions Mag-Tape		Monthly		c. Summary Net Disbursement & Collection Proof	Monthly		"	"	"
	d. DA Forms 718, 613, 821, DA Form 14-104 DA Form 2794 1AA Form 584-2A, 908 DA Form 2996 DD Form 400-M		Monthly		d. Military Pay Code Recapitulation	Monthly		"	"	"
					e. Interfund Transaction Recapitulation	Monthly		"	"	"
					f. Coast Guard Blockproof	Monthly		"	"	"
					g. Feeder Code LM Reconciliation	Monthly		"	"	"
					h. Consolidated Statement of Accountability	Monthly		"	"	"

C-IV-B-6

0137 Appropriation & Fund Accounting Headquarters, First US Army DPI # A100.

(SYS CODE) (SYS TITLE) (INSTALLATION)

CINFARS/Current Month Reporting & Reconciliation (Cont'd)

(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
					i. Installation Interfund Reconciliation	Monthly		DCSCOMPT AHACO-FO	AR 37-151	DCSCOMPT AHACO-FO
					j. Installation & HQ. TBO Reconciliation	Monthly		"	"	"
					k. Consolidated Statement of Transactions Control Zero Balance	Monthly		"	"	"
					l. Operating Agency Summary Interfund Trans With Cards	Monthly	CSCAA-146	"	"	"
					m. Sum of Inter-Com Financial Activity SEC I With Cards	Monthly	CSCAA-119	"	"	"
					n. Disbursement Symbol Data	Monthly	CSCAA-119	"	"	"

C-IV-B-7

PAGE NO. C-IV-7

Headquarters, First US Army

0137 Appropriation & Fund Accounting (INSTALLATION) DPI # A100

(SYS CODE) (SYS TITLE)

CINFARS/Current Month Reporting & Reconciliation (Cont'd)

(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
					o. Summary Card List	Monthly	CSCAA-119	DCSCOMPT AHACO-FO	AR 37-151	DCSCOMPT AHACO-FO
					With Cards					
					p. Sum of Intercommand Financial Activity Sec 3	Monthly	CSCAA-119	"	"	"
					With Cards					
					q. Sum of Intercom Fin Activity Sec 4	Monthly	CSCAA-119	"	"	"
					With Cards					
					r. Trans for Defense Agencies	Monthly	OSD-1110	"	"	"
					s. Consolidated Stmt of Trans with Cards	Monthly	CSCAA-113	"	"	"
					t. Air Force Cross Disb	Monthly	AF-C140	"	"	"
					With Cards					

C-IV-B-8

Headquarters, First US Army
(INSTALLATION)

0137 Appropriation & Fund Accounting DPI # A100.
(SYS CODE) (SYS TITLE)

CINFARS/Current Month Reporting & Reconciliation (Cont'd)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINTS
					u. Coast Guard Transac-actions	Monthly	Treas-1047	DCSCOMPT AHACO-FO	AR 37-151	DCSCOMPT -AHACO-FO
					v. Statement of Transac-tions Summary Bal Control	Monthly	"	"	"	"
					w. Stmt of Accountability	Monthly		"	"	"

C-IV-B-9

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: FINANCE

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0137	Listing of Installation Finance Data	Cards	2500 (M)	DCSCOMPT	Print-List	2500 (I)	DCSCOMPT AHACO-FO	As Required	30 MIN Estimated	5 HRS

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
NA	NA	1	026 (Key-Punch)	PCM Application	
		1	083 (Sorter)		
		1	407 (List)		
		1	557 (Interpret)		

*EXPLAIN HOW COMPUTED 3 month average for Jan, Feb and March obtained from Machine utilization records.

Headquarters First US Army
(INSTALLATION)

0137 (SYS CODE) Appropriations & Fund Accounting (SYS TITLE)

DPI # A100

Listing of Installation Finance Data
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides a mechanical procedure to prepare listing for verification of fiscal accounting data submitted by First US Army Disbursement Offices used as input to CINFARS	Detail trans Punch cards	DCSCOMPT AHACO-FO	As required		a. Proof listings b. Card deck	As required As required		DCSCOMPT AHACO-FO "	DF, AHACO-FO "	DCSCOMPT AHACO-FO "

C-IV-B-11

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: FINANCE

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0137	CINFARS/Accrued Expenditure Reporting	Cards	20 (I)	DCSCOMPT	Print-Lines Cards	20 (M) 60 (M)	DCSCOMPT AHACO-FO	Monthly	4 MIN	4 MIN

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
NA	NA	1 1 1 1	026 (Key-Punch) 084 (Sorter) 407 (List) 557 (Interpret)	PCM Application Phase 3	

*EXPLAIN HOW COMPUTED 3 month average for Jan, Feb and March, excluding print and punch back-up time, as recorded by Burroughs EDP Time and Analysis Billing System.

Headquarters First US Army
(INSTALLATION)

DPI # A100

0137 (SYS CODE) Appropriations & Fund Accounting (SYS TITLE)

CINFARS/Accrued Expenditure Reporting
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for the preparation of accounting and reporting for accrued expenditures and revenues for Department of the Army reported by First US Army Disbursing Offices.	Expenditure Transaction Cards	DCSCOMPT AHACO-FO	Monthly		a. Final listings b. Card deck	Monthly Monthly		DCSCOMPT AHACO-FO "	AR 37-151 "	DCSCOMPT, AHACO-FO "

C-IV-B-13

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: FINANCE

2501

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0137	CINFARS/TRANSACTION FOR NAVY	Cards Tape Optional	250 (I) Weekly	DCSCOMPT	Print-Line Tape	250 (M) 250 (I) Weekly	DCSCOMPT AHACO-FO	Weekly	6 MINS	12 MINS

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
	31KD	3 1 1 (2000KB)	Tape (9) Reader Printer Disk		See Attached Sheet

*EXPLAIN HOW COMPUTED 3 months average for Jan, Feb, and March, excluding punch and print back-up time, as recorded by Burroughs EDP Time Analysis and Billing System.

0137 (SYS CODE)

Appropriation and Fund Accounting (SYS TITLE)

Headquarters First US Army (INSTALLATION)

DPI # A100

CINFARS/Transaction for Navy (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides a report reflecting all financed transactions reported by First US Army Disbursing Offices affecting Navy and Marine vouchers	a. Punched detail transaction cards	DCSCOMPT	Weekly		a. Transmittal for Navy	Weekly		DCSCOMPT, AHACO-FO	AR 37-151	DCSCOMPT AHACO-FO
	b. Updated Mag-tape (Option)				b. Transactions for Navy vouchers	Weekly		"	"	"
					c. Card Deck	Weekly		"	"	"
					d. Updated Mag-tape	Weekly		"	"	"

C-IV-B-15

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: FINANCE

SYS. CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/M OF SYSTE TIME USE
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0137	CINFARS/Accounting Classification master File	Cards	2000 (I)	DCSCOMPT	Print-List	38000 (I)	DCSCOMPT	Annual & As	21 MINS	11 MINS
					Cards	38000 (I)	AHACO-FO	Required		
			As Required			As Required				

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
	26KD	1	Reader	Phase 1	See Attached Sheet
		1	Printer		
		1	Printer		
		3	Tapes (9)		
		14400 KB	Disk		

*EXPLAIN HOW COMPUTED: 3 month average for Jan, Feb and March, excluding print and punch back-up Time as recorded by Burroughs EDP Time Analysis and Billing System.

Headquarters, First US Army
(INSTALLATION)

137 Appropriation and Fund Accounting DPI # A100
(SYS CODE) (SYS TITLE)

INFARS/Accounting Classification Master File
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
rovides for the establishment f an Accounting Classification aster File at the end of Fisal Year to be utilized in diting Detail Transaction rom First US Army Finance offices.	a. Accounting Classification Master File Punch Cards b. Changes Punch Cards	DCSCOMPT	Annual & As Required		a, ACMF List, b. ACMF Cards	Annual & As Required		DCSCOMPT AHACO-FO	AR 37-15	DCSCOMPT AHACO-FO

C-IV-B-17

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: FINANCE

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0137	Financial Status of Modern Volunteer Army	Cards	25 (I) 100 (M) Quarterly	DCSCOMPT	Print-List CARDS	235 (M) 110 (M) Quarterly	DCSCOMPT	Quarterly	8 MINS	8 MINS Estimate

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	40KD	2	Tapes (9)		See Attached Sheet
		1	Punch		
		1	Reader		
		1	Printer		
		23760 KB	Disk		

*EXPLAIN HOW COMPUTED Estimated. No computer Time used during Jan, Feb and March the months used for computing average time.

137 Appropriations and Fund Accounting Headquarters, First US Army DPI # A100

(SYS CODE) (SYS TITLE) (INSTALLATION)

INFARS/Financial Status of Modern Volunteer Army

(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
rovides information for identifying and reporting expenses, hanges in selected resources, hanges in undelivered orders, nd obligations for all appropriations for the Modern Volunteer Army.	Detail MVA Punch Cards	DCSCOMPT	Quarterly	CSCAB-285	AMS Master List	Quarterly	CSCAB-285	DCSCOMPT AHACO-FO	DF, DCSCOMPT AHACO-FO	DCSCOMPT AHACO-FO
					Installation List	Quarterly	CSCAB-285	DCSCOMPT AHACO-FO	DF, DCSCOMPT AHACO-FO	DCSCOMPT AHACO-FO
					Final MVA Report	Quarterly	CSCAB-285	DCSCOMPT AHACO-FO	DF, DCSCOMPT AHACO-FO	DCSCOMPT AHACO-FO
					Summary Cards	Quarterly	CSCAB-285	DCSCOMPT AHACO-FO	DF, DCSCOMPT AHACO-FO	DCSCOMPT AHACO-FO

C-IV-B-19

CURRENT ADP SYSTEMS

2501

FUNCTIONAL AREA: FINANCE

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0137	CINFARS/OBLIGATIONS BY OBJECT CLASS	Tape	900 (M)	CINFARS Cummulative Reporting and reconciliation application	Print-List Cards	1200 (M) 1200 (M)	DCSCOMPT AHACO-FO	Monthly	8 MINS	10 MINS

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
	28KD	1	Printer		See Attached Sheet
		1	Punch		
		1	Tape		
		1	40KB Disk		

*EXPLAIN HOW COMPUTED 3 month average for Jan,, Feb, and March, excluding print and punch back-up time, as recorded by Burroughs EDP Time and Analysis Billing System.

Headquarters, First US Army
(INSTALLATION)

DPI # A100

0137 (SYS CODE) Appropriation and Fund Accounting (SYS TITLE)

CINFARS/Obligation by Object Class
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides a mechanized procedure for the consolidation of obligations by object class for all disbursement officers within First US Army area.	Magnetic Tape	From CINFARS "Cumulative Reporting and Reconciliation Application.	Monthly		a. Block Proof List.	Monthly	CSCFA-212	DCSCOMPT AHACO-FO	AR 37-108	DCSCOMPT AHACO-FO
					b. ATCOM-73 List.	Monthly	ATCOM-73	DCSCOMPT AHACO-FO	AR 37-108	DCSCOMPT AHACO-FO
					c. ATCOM-73 List.	Monthly	ATCOM-73	DCSCOMPT AHACO-FO	AR 37-108	DCSCOMPT AHACO-FO
					d. CSCFA-212 List.	Monthly	CSCFA-212	DCSCOMPT AHACO-FO	AR 37-108	DCSCOMPT AHACO-FO
					e. CSCFA-212 Cards.	Monthly	CSCFA-212	DCSCOMPT AHACO-FO	AR 37-108	DCSCOMPT AHACO-FO

C-IV-B-21

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: FINANCE

2501

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0137	CINFARS/Cumulative Reporting and Reconciliation	Cards	5000 (M)	DCSCOMPT	Print-List	2250 (M)	DCSCOMPT	Monthly	100 MINS	104 MINS
		Tapes		Tape Library	Tape	2250 (I)				
		Forms			Cards	2250 (M)				
			Monthly			Monthly				

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION			
	MAIN MEMORY	PERIPHERALS		REMARKS
		QTY	TYPE	
	60KD	1	Reader	HUSH
		1	Printer	
		1	Punch	
		5	Tapes (9)	Phase 3
		18560 KB	Disk	

PURPOSE OF APPLICATION (SYSTEM)

See Attached Sheet

*EXPLAIN HOW COMPUTED 3 month average for Jan, Feb and March, excluding print and punch back-up Time, as recorded by Burroughs EDP Time Analysis and Billing System.

Headquarters, First US Army

0137 Appropriation & Fund Accounting (INSTALLATION) DPI # A100

(SYS CODE) (SYS TITLE)

CINFARS/Cumulative Reporting and Reconciliation (Cont'd)

(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
	i. Forms: DA 2794 DA 2798R 1AA Form - 662 DA Form 2796		Monthly		j. Unoblig Allots	Monthly		DCSCOMPT AHACO-FO	AR 37-151	DCSCOMPT AHACO-FO
					k. Approp Sum Ctrl Ledger	Monthly		"	"	"
					l. X54 Ctrl Register	Monthly		"	"	"
					m. St of Allow Recap	Monthly		"	"	"
					n. St of Reimb Feeder Code - Recap	Monthly		"	"	"
					o. St of Reimb w/Sum Cards	Monthly	CSCAA-118	"	"	"
					p. ST of ALLOW Prior Yr w/Sum Cards	Monthly	CSCAA-115	"	"	"
					q. St of Allow Curr Yt W/Sum Cards	Monthly	CSCAA-114	"	"	"
					r. St of Map W/Sum Cards	Monthly	CSCAA-116	"	"	"

C-IV-B-23

PAGE NO. 75/15

0137 Appropriation & Fund Accounting Headquarters, First US Army DPI # A100

(SYS CODE) (SYS TITLE) (INSTALLATION)

CINFARS/Cumulative Reporting and Reconciliation

(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for the preparation of a variety of reports reflecting cumulative and reconciliation data for required status reports, except OMA and Army Stock Fund for First US Army.	a. Cumulative Reporting and Reconciliation Transactions	a. DCSCOMPT AHACO-FO	Monthly		a. Adjustment Listing	Monthly		DCSCOMPT AHACO-FO	AR 37-151	DCSCOMPT AHACO-FO
	b. Adjustment Punch Cards	b. Mag Tape Suspense File from DPA Tape Library	Monthly		b. Blockproof Listing	Monthly		"	"	"
					c. Error Listing	Monthly		"	"	"
					d. Error Cards	Monthly		"	"	"
	c. Mag Tape Suspense File		Monthly		e. St of Allot & Reimb Blkpr	Monthly		"	"	"
	d. Mag Tape PRIME File		Monthly		f. Cum Disb & Reimb Altd Funds	Monthly		"	"	"
	e. Mag Tape Phase II		Monthly		g. HQ Sta Cum Disb & Reimb Recon.	Monthly		"	"	"
	f. Mag Tape Stock Fund		Monthly		h. St Rpts Appro Zero Bal	Monthly		"	"	"
	g. Mag Tape ACMF		Monthly		i. Map Oblig by RCN	Quarterly		"	"	"
	h. Mag Tape Balance Forward File		Monthly							

C-IV-B-24

Headquarters, First US Army
(INSTALLATION)

0137 Appropriation & Fund Accounting DPI # A100.
(SYS CODE) (SYS TITLE)

CINFARS/Cumulative Reporting and Reconciliation (Cont'd)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
					s. St of Map Oblig & Expen by RCN W/Sum Cards	Quarterly		DCSCOMPT	AR 37-151	DCSCOMPT - AHACO-FO
					t. St of Allow No Yr Funds W/Sum Cards	Monthly	CSCAA 147	"	"	"
					u. PGM Disb and Reimb Recap w/Sum Cards	Monthly		"	"	"
					v. Recon of St of Reimb	Monthly		"	"	"
					w. Appro Unliq Oblig & Reimb Recon	Monthly		"	"	"
					x. O/A Ctrl & Army HQ Bal FWD Comp	Monthly		"	"	"
					y. Updated Bal Fwd Mag Tape	Monthly		DPA Tape Library	"	DPA

C-IV-B-25

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: FINANCE

2501

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0137	CINFARS/PRIORITY MANAGEMENT EFFORT (PRIME)	Cards Tape	17000 (M) Monthly	DCSCOMPT	Cards Print-List	5800 (M) 5800 (M) Monthly	DCSCOMPT AHACO-FO	Monthly	70 MINS	328 MINS

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
	59KD	3	Tape		See Attached Sheet
		2	Printer		
		1	Reader		
		1	Punch		
		2340KB	Disk		

*EXPLAIN HOW COMPUTED 3 month average for Jan, Feb and March, excluding print and punch back-up time, as recorded by Burroughs EDP Time Analysis and Billing System.

Headquarters, First US Army
(INSTALLATION)

DPI # A100

37 Appropriation and Fund Accounting
(S CODE) (SYS TITLE)

FARS/Priority Management Effort (PRIME)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
ovides a system for reporting e Status of Approved Operating Budget (SAOB) consisting of 20 appropriation only, for rent and prior year reporting on Operating Maintenance y (OMA) and Military Pay counts (MPA).	a. PRIME Input Transactions.	a. DCSCOMPT AHACO-FO	Monthly	CSCFA-218	a. Audit Trail Register	Monthly	CSCFA-218	DCSCOMPT AHACO-FO	AR 37-151	DCSCOMPT AHACO-FO
	b. Adjustment Transactions	b. DCSCOMPT AHACO-FO	Monthly		b. Error Cards					
	c. ACMF Mag Tape.	c. From DPA Library	Monthly		c. Pt I Status of AOB List.	Monthly	CSCEA-218	DCSCOMPT AHACO-FO	AR 37-151	DCSCOMPT AHACO-FO
	d. EOE Table Header Cards	d. DCSCOMPT AHACO-FO	Quarterly		Pt 2 Schedule of Erp List	Quarterly	CSCFA-218	DCSCOMPT AHACO-FO	AR 37-151	DCSCOMPT AHACO-FO
					e. Sect I Memo List	Monthly	CSCFA-218	DCSCOMPT AHACO-FO	AR 37-151	DCSCOMPT AHACO-FO
					f. Staff Blk Proof	Monthly	CSCFA-218	DCSCOMPT AHACO-FO	AR 37-151	DCSCOMPT AHACO-FO
					g. PRIME Staff Summary List	Monthly	CSCFA-218	DCSCOMPT AHACO-FO	AR 37-151	DCSCOMPT AHACO-FO
					h. Magnetic Tape Extract to Phase III	Monthly	CSCFA-218	DPA Tape Library	AR 37-151	DPA
					i. Pt II & IV Final List W/Sum Cards.	Monthly	CSCFA-218	DCSCOMPT AHACO-FO	AR 37-151	DCSCOMPT AHACO-FO

C-37-8-27

Headquarters, First US Army
(INSTALLATION)

137 Appropriation and Fund Accounting DPI # A100
(SYS CODE) (SYS TITLE)

INFARS/Priority Management Effort (PRIME) (Cont'd)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINTS
					j. Pt I Final Report W/Sum Cards	Monthly	CSCFA-218	DCSCOMPT AHACO-FO	AR 37-151	DCSCOMPT AHACO-FO
					k. Pt 2 Final Report with Summary Cards	Quarterly	CSCFA-218	DCSCOMPT AHACO-FO	AR 37-151	DCSCOMPT AHACO-FO
					l. Pt 3 Final Report with Summary Cards	Monthly	CSCFA-218	DCSCOMPT AHACO-FO	AR 37-151	DCSCOMPT AHACO-FO
					m. Sec I Final Report with Summary Cards	Monthly	CSCFA-218	DCSCOMPT AHACO-FO	AR 37-151	DCSCOMPT AHACO-FO
					n. PRIME Staff Report Pt I and II	Monthly	CSCFA-218	DCSCOMPT AHACO-FO	AR 37-151	DCSCOMPT AHACO-FO

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: FINANCE

2501

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0137	CINFARS/International Balance of Payments	Cards	50 (I) Quarterly	DCSCOMPT	Print-List Cards	50 (M) 50 (M)	DCSCOMPT AHACO-FO	Quarterly	1 MIN	1 MIN Estimate

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
	31KD	1	Reader	HUBWOP	See Attached Sheet
		1	Printer		
		1	Punch		
		2	Tapes (9)		
		1600 KB	Disk		

*EXPLAIN HOW COMPUTED Estimate. No computer Time used during Jan, Feb and March, the months used for computing Average Hours.

137 Appropriation and Funds Accounting Headquarters, First US Army (INSTALLATION) DPI # A100

(SYS CODE) (SYS TITLE)

TNFARS/International Balance of Payments

(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
ovides for the preparation of he International Balance of yments (IBOP) reflecting con- lidated estimates of First US rmy expenditures and receipts ntering the IBOP for current scal year, budget fiscal year, d for four (4) years there- fter.	Punch Cards	DCSCOMPT AHACO-FO	Quarterly	CSCFA--239	a. Final Report Listing	Quarterly	CSCFA-239	DCSCOMPT AHACO-FO	AR 37-109	DCSCOMPT AHACO-FO
					b. Report Cards	Quarterly	CSCFA-239	DCSCOMPT AHACO-FO	AR 37-109	DCSCOMPT AHACO-FO

C-II-8-3a

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: FINANCE

2501

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0204	CINFARS/ARMY STOCK FUND	Cards	4000 (M) Monthly	DCSCOMPT	Print-List Cards	600 (M) 600 (M) Monthly	DCSCOMPT AHACO-FO	Monthly	83 MINS	115 MINS

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
	40KD	1	Reader		See Attached Sheet
		1	Puncher		
		1	Printer		
		4	Tapes (9)		
		960KB	Disk		

*EXPLAIN HOW COMPUTED 3 month average for Jan, Feb and March, excluding punch and print back-up time, as recorded by Burroughs EDP Time Analysis and Billing System.

0204 Army Stock Fund — Headquarters, First US Army (INSTALLATION) — DPI # A100

(SYS CODE) (SYS TITLE)

CINFARS/Army Stock Fund

(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
a. Provides a report that furnishes the sub-home offices, home offices, and Department of the Army staff data applicable to obligations, disbursements, reimbursable transactions and other cash transactions in each division of the Army Stock Fund.	Status of Funds Punch Card File	DCSCOMPT AHACO-FO	Monthly		a. Error List	Monthly	CSCAA-181	DCSCOMPT AHACO-FO	CON REG 37-108	DCSCOMPT AHACO-FO
					b. Error Cards	Monthly	CSCAA-181	DCSCOMPT AHACO-FO	CON REG 37-108	DCSCOMPT AHACO-FO
					c. Block Proof /Reconciliation	Monthly	CSCAA-181	DCSCOMPT AHACO-FO	CON REG 37-108	DCSCOMPT AHACO-FO
					d. Summary List.	Monthly	CSCAA-181	DCSCOMPT AHACO-FO	CON REG 37-108	DCSCOMPT AHACO-FO
					e. Summary Cards.	Monthly	CSCAA-181	DCSCOMPT AHACO-FO	CON REG 37-108	DCSCOMPT AHACO-FO
b. Provides statistical data by material category for comparing actual operations against operating programs for the Stock Fund and for preparing data for narrative analysis.	Management Data Punch	DCSCOMPT AHACO-FO	Monthly		a. Block Proof List.	Monthly	CSGLD-1115	DCSCOMPT AHACO-FO	CON REG 37-108	DCSCOMPT AHACO-FO
					b. Reconciliation List.	Monthly	CSGLD-1115	DCSCOMPT AHACO-FO	CON REG 37-108	DCSCOMPT AHACO-FO
					c. Summary List	Monthly	CSGLD-1115	DCSCOMPT AHACO-FO	CON REG 37-108	DCSCOMPT AHACO-FO
					d. Summary Cards.	Monthly	CSGLD-1115	DCSCOMPT AHACO-FO	CON REG 37-108	DCSCOMPT AHACO-FO

Headquarters, First US Army
(INSTALLATION)

DPI # A100

204 (SYS CODE) Army Stock Fund (SYS TITLE)

INFAFARS/Army Stock Fund (Cont'd)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides Feeder Data for e Quarterly Stock Fund Report submission to higher headarters in accordance with the ovisions of AR 37-108.	Transaction Punch Card File.	DCSCOMPT AHACO-FO	Quarterly		a. Block Proof List.	Quarterly	ATCOM-77	DCSCOMPT AHACO-FO	CON REG 37-108	DCSCOMPT AHACO-FO
					b. Reconciliation List.	Quarterly	ATCOM-77	DCSCOMPT AHACO-FO	CON REG 37-108	DCSCOMPT AHACO-FO
					c. Summary List	Quarterly	ATCOM-77	DCSCOMPT AHACO-FO	CON REG 37-108	DCSCOMPT AHACO-FO
					d. Summary Cards	Quarterly	ATCOM-77	DCSCOMPT AHACO-FO	CON REG 37-108	DCSCOMPT AHACO-FO

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Finance

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0268	CONUS Army TAABS (CAST)	Cards	5966 (M) 23850 (A) 1220 (I) (Tri-annual)	DCSCOMPT	Print Lines Tape	45000 (I) 6822 (A) (Tri-annual)	DCSCOMPT	Tri-annual	983 mins	1,641

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	80KD	1	Tape (7)		See Attached Sheet
		3	Tape (9)		
		100MB	Disk		
		2	Printer		
		1	Card Punch		
		1	Card Reader		
		1	Console Printer		

*EXPLAIN HOW COMPUTED: 3 month avg for Jan, Feb, & Mar excluding print and punch back-up time, as recorded by Burroughs EDP Time Analysis & Billing System.

0268 (SYS CODE)

The Automated Army Budget System (TAABS) (SYS TITLE)

Headquarters First US Army (INSTALLATION)

DPI # A100

CONUS Army Standard TAABS (CAST) (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for processing budgetary data for the preparation of the annual Command Operating Budget, Budget Execution Review and prior year reports for First US Army.	a. MCF cards	DCSCOMPT	Tri-Annual		a. Edit Error List	Tri-Annual		DCSCOMPT AHACO-BM	CONARC Ltr ATCOM-MIS	DCSCOMPT AHACO-BM
	b. Bal Control cards				b. Trial Tab List	"		"	"	"
	c. Non-ADD Control cards				c. Balance Error List	"		"	"	"
	d. Trial TAB Control cards				d. Staff Working Report	"		"	"	"
	e. Station Code Control Cards.				e. Consolidated Trial TAB	"		"	"	"
	f. Report Control Cards				f. Data Trans Register	"		"	"	"
	g. Detail Cards				g. CONARC Trans Magnetic tape	"		"	"	"

C-IV-B-55

C-IV-C

LOGISTICAL MANAGEMENT

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Logistics

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0006	Administrative Use Vehicle Density	Cards	8000 (I) (semi-monthly)	DCSLOG AHABD-MH	Print Lines	8000 (I)	DCSLOG AHABD-MH			
					Cards	8000 (I)	"" "			
					Cards	16000 (M)		Monthly	22 min	81 min
		Cards	8000 (I)	DCSLOG AHABD-MH	Print Lines	17000 (I)	DCSLOG AHABD-MH			
					Cards	13000 (I)	" " "			
		Cards	4000 (I)	DPI (A100)	Print Lines	13000 (I)	DCSLOG AHABD-MH			

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE	PCM Equipment	
COBOL	4KD	1	Card Reader	1-084 Sorter	See Attached Sheet
		1	Printer	1-188 Collator	
		2	Tape (9)	1-407 Tabulator	
			Disk	1-519 Reproducer	
				1-557 Interpreter	
				PCM Time-1440 min	

*EXPLAIN HOW COMPUTED: 3 month avg for Jan, Feb, and Mar, excluding print and punch back-up time, as recorded by Burroughs EDP Time Analysis and Billing Systems.

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

0006 Administrative Motor Vehicle Svcs Cost and Performance DPI # A100
(SYS CODE) (SYS TITLE)

Administrative Use Vehicle Density
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for preparation of density, year of manufacture and reconciliation reports utilizing data elements reflecting identification, location and status of all military design vehicles assigned to transportation motor pools for administrative use, all commercial design vehicles assigned to units/activities, except special use vehicles.	a. "J&K" Transaction Cards	a. DCSLOG, AHABD-MH	a. Semi-monthly		a. J&K Error Cards	a. Semi-Monthly		a. DCSLOG, AHABD-MH	a. IA REG 750-5	a. DCSLOG, AHABD-MH
	b. Updated "J&K" Master File	b. "	b. Monthly		b. Original J Cards	b. "		b. "	b. "	b. "
	c. "S" Cards	c. DPI A100	c. "		c. Original K Cards	c. "		c. "	c. "	c. "
	d. Admin Use Vehicle Turn-In Cards	d. DCSLOG, AHABD-MH	d. Semi-Annually		d. LDC J Cards	d. "		d. "	d. "	d. "
	e. FUSA "J&K" Cards	e. "	e. "		e. USCONARC J Cards	e. "		e. "	e. "	e. "
	f. LDC "J&K" Cards	f. "	f. "		f. DCSLOG J Cards	f. "		f. "	f. "	f. "
					g. LDC K Cards	g. "		g. "	g. "	g. "
					h. USCONARC K Cards	h. "		h. "	h. "	h. "
					i. DCSLOG K Cards	i. "		i. "	i. "	i. "
					j. "J&K" List	j. "		j. "	j. "	j. "
					k. "J&K" List	k. Monthly Semi-Annually		k. "	k. "	k. "

C-IV-C-3

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0006 (SYS CODE) Administrative Motor Vehicle Svcs Cost and Performance (SYS TITLE)

Administrative Use Vehicle Density (Cont)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINTS
					l. Reproduced J&K Cards	l. Semi-Annually		l. DCSLOG, AHABD-MH	l. IA REG 750-5	l. DCSLOG, AHABD-MH
					m. Original J Cards	m. Monthly		m. DPI A100	m. "	m. DPA
					n. Original K Cards	n. "		n. "	n. "	n. "
					o. O/T ARADCOM Sum. Cards	o. "		o. "	o. "	o. "
					p. ARADCOM Units Lists	p. Monthly Semi-Annually	p. ATLOG-269	p. DCSLOG, AHABD-MH	p. "	p. DCSLOG, AHABD-MH
					q. O/T ARADCOM Units Lists	q. Monthly Semi-Annually	q. "	q. "	q. "	q. "
					r. O/T ARADCOM Sum. Lists	r. "	r. "	r. "	r. "	r. "
					s. "S" Error Cards	s. Monthly		s. "	s. "	s. "
					t. "S" Error List	t. "		t. "	t. "	t. "

C-IV-C-4

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0006 (SYS CODE) Administrative Motor Vehicle Svcs Cost and Performance (SYS TITLE)

Administrative Use Vehicle Density (Cont)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
					u. Rpt I "Line Nr/ Installation"	u. Monthly		u. DCSLOG, AHABD-MH	u. 1A REG 750-5	u. DCSLOG, AHABD-MH
					v. Rpt II "Line Nr/ Installation by Util"	v. "		v. "	v. "	v. "
					w. Rpt III "Consolidated - by Line Nr"	w. "		w. "	w. "	w. "
					x. "S" Cards	x. "		x. DPI A100	x. "	x. DPA
					y. J&K Turn In Cards	y. Semi-Annually		y. DCSLOG, AHABD-MH	y. "	y. DCSLOG, AHABD-MH
					z. Admin Use Veh Turn In	z. "		z. "	z. "	z. "
					aa. FUSA ARADCOM J-K Cards	aa. "		aa. "	aa. "	aa. "
					bb. FUSA ARADCOM J-K Lists	bb. "		bb. "	bb. "	bb. "

C-IV-C-5

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

0006 (SYS CODE) Administrative Motor Vehicle Svcs Cost and Performance (SYS TITLE)

DPI # A100

Administrative Use Vehicle Density (Cont)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
					cc. LDC - FUSA J-K List	cc. Semi-Annually		cc. DCSLOG, AHABD-MH	cc. AR REG 750-5	cc. DCSLOG, AHABD-MH
					dd. Matched LDC FUSA J-K "Y" Status List	dd. "		dd. "	dd. "	dd. "
					ee. Unmatched Status "Y" LDC-FUSA "J" List	ee. "		ee. "	ee. "	ee. "
					ff. Unmatched O/T "Y" Status J-K List	ff. "		ff. "	ff. "	ff. "
					gg. LDC-FUSA J-K Cards	gg. "		gg. "	gg. "	gg. "
					hh. Matched LDC-FUSA J-K "Y" Status Cards	hh. "		hh. "	hh. "	hh. "
					ii. Unmatched Status "Y" LDC-FUSA "J" Cards	ii. "		ii. "	ii. "	ii. "
					jj. Unmatched O/T "Y" Status J-K Cards	jj. "		jj. "	jj. "	jj. "

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Logistics

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0006	Administrative Motor Services Cost & Performance Report	Cards	1700 (M) Qtrly	DCSLOG AHABD-MH	Print Lines	7000 (I) Qtrly	DCSLOG AHABD-MH	Qtrly	26 min	7 min

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	40 KD	1 1 1 288KB	Card Reader Printer Tape (9) Disk		[redacted]

*EXPLAIN HOW COMPUTED 3 month avg for Jan, Feb, and Mar, excluding print and punch back-up time, as recorded by Burroughs EDP Time Analysis and Billing System.

Headquarters, First US Army
(INSTALLATION)

0006 (SYS CODE) Administrative Motor Vehicle Services Cost and Performance (SYS TITLE)

DPI # A100

ministrative Motor Services Cost and Performance Report
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
fovide for preparation of reorts utilizing data reported h DA Form 1969, consisting of an hours, funds, and materials xpended for the operation and aintenance of administrative se vehicles.	a. Admin. Motor Svc. Cost & Performance Transaction Cards	a. DCSLOG AHABD-MH	a. Quarterly Semi-Annually Annually		a. Edit Listing b. Installation Reports c. Consolidated Report	a. Quarterly, Semi-Annually, Annually. b. Quarterly c. Quarterly, Semi-Annually, Annually	a. CSGLD-1404 b. CSGLD-1404 c. CSGLD-1404	a. DCSLOG, AHABD-MH b. DCSLOG, AHABD-MH c. DCSLOG, AHABD-MH	a. AR 58-18 b. AR 58-18 c. AR 58-18	a. DCSLOG, AHBABD-MH b. DCSLOG, AHABD-MH c. DCSLOG, AHABD-MH

C-IV-C-8

PAGE NO. C-IV-C-8

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Logistics

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0028	DOD Activity Address Report	Cards	7000 (I) as req	DCSLOG AHABD-MH	Print	7000 (I) as req	DCSLOG AHABD-MH	as req	10 min	10 min (est

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION			
	MAIN MEMORY	PERIPHERALS		REMARKS
		QTY	TYPE	
COBOL	23 KD	1	Card Reader	
		1	Printer	
		560KB	Disk	

PURPOSE OF APPLICATION (SYSTEM)

See Attached Sheet

*EXPLAIN HOW COMPUTED 3 month avg for Jan, Feb, and Mar, excluding print and punch back-up time as recorded by Burroughs EDP Time Analysis and Billing Systems.

Headquarters, First US Army
(INSTALLATION)

DPI # A100

0028 (SYS CODE) DA Reg. Receipt & Issue Sys / MILSTRIP (SYS TITLE)

DOD Activity Address Report
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Preparation of report based on data contained in the DOD Activity Address File which identifies all participants of the MILSTRIP System within First US Army area.	Punched Cards	DCSLOG, AHABD-MH	As Required		DOD Activity Address Report	As Required		DCSLOG, AHABD-MH	DF, DCSLOG, AHABD-MH	DCSLOG, AHABD-MH

C-IV-C-10

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Logistics

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0054	Supply Support Effectiveness Report	Cards	900 (M) (Quarterly)	DCSLOG AHABD-MH	Print Lines	3000 (I) (Quarterly)	DCSLOG AHABD-MH	Quarterly	10 min	10 min (Est)

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	6 KD	1 1 64KB	Printer Card REader Disk		See Attached Sheet

*EXPLAIN HOW COMPUTED: 3 month avg for Jan, Feb, and Mar, excluding print and punch back-up time as recorded by Burroughs EDP Time Analysis and Billing System.

Headquarters, First US Army
(INSTALLATION)

.0054 (SYS CODE) Integrated Installation Stock Control and Accounting System (SYS TITLE) DPI # A100

Supply Support Effectiveness Report
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Preparation of reports based on items of data as indicated on CONARC Form 717-R, which reflects issue priority groups, quantity and salti-items for Defense Supply Agency and Army Materiel Command.	Punched Cards	DCSLOG, AHABD-MH	Quarterly	ATLOG-74 (R2)	a. Installation Report	a. Quarterly	a.ATLOG-74(R2)	a. DCSLOG, AHABD-MH	a.CONARC REG 700-1 & 1A REG 711-2	a. DCSLOG, AHABD-MH
					b. Command Consolidation Report	a. Quarterly	b.ATLOG-74(R2)	b. DCSLOG, AHABD-MH	b.CONARC REG 700-1 & 1A REG 711-2	b. DCSLOG, AHABD-MH

C-IV-C-12

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Logistics

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0054	Excess Equipment Reporting	Cards	200 (A) (Est wkly)	DCSLOG AHABD-MH	Print Lines	200 (I) (Est wkly)	DCSLOG AHABD-MH	weekly	95 mins	378 min
					Cards	3000 (M) (Est wkly)	" "	"		
					Cards	200 (A) (Est wkly)	" "	"		

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	[redacted]
		QTY	TYPE		
			PCM Equipment		
		1	084 - Sorter	PCM Application	
		1	407 - Tabulator		
		1	519 - Reproducer		
		1	557 - Interpreter		

*EXPLAIN HOW COMPUTED 3 month avg for Jan, Feb, & Mar obtained from machine utilization records.

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

0054 (SYS CODE) Intregrated Instl & Stock Control & Control and Acctg System (SYS TITLE)

DPI # A100

Excess Equipment Reporting
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINTS
Preparation of Reports and Punched card files, based on items of equipment submitted as excess by all installations within First US Army area for redistribution to other CONUS Armies, Military District of Washington and United States Property Fiscal Officers. In addition First US Army excess files are combined with other CONUS Armies excess files and forwarded to all installations Accountable Property Officers within First US Army Area for redistribution.	Punched Cards	DCSLOG, AHABD-MH	Weekly		a. Processing of excess equipment Report	a. Weekly		a. DCSLOG, AHABD-MH	a. DF, DCSLOG, AHABD-MH	a. DCSLOG, AHABD-MH
					b. First US Army Punched Card File.	b. Weekly		b. DCSLOG, AHABD-MH	b. DF, DCSLOG, AHABD-MH	b. DCSLOG, AHABD-MH
					c. Reproduced excess punched cards.	c. Weekly		c. DCSLOG, AHABD-MH	c. DF, AHABD-MH	c. DCSLOG, AHABD-MH

C-IV-C-14

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: LOGISTICAL

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0085	US ARMY RESERVE FACILITIES UTILIZATION REPORT (RCSCSRES-28 (R2))	Card	400 (M) 200 (I)	DCSLOG AHABD-MH	Card Print-Lines	850 (M) 500 (M)	DCSLOG (AHABD-MH)	Semi-Annual	1740 MINS	1740 MINS

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
NA	NA	1 1 1 1 1 1	029 059 084 407 519 557	PCM Application	See Attached Sheet

*EXPLAIN HOW COMPUTED From Machine Utilization Reports (July - November)

Headquarters, First US Army
(INSTALLATION)

0085 Reserve Facility Utilization
(SYS CODE) (SYS TITLE)

DPI # A100

US Army Reserve Facility Utilization Report (RCS CSRES-28 (R2)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides a method to produce report consisting of punched cards and machine listings containing data pertaining to US Army Reserve facilities and their utilization for home station training purposes of USAR units.	Punched Cards	DCSLOG (AHABD-MH)	Semi-Annual	CSRES-28 (R2)	a. Listing - Alphabetically by city, within state reflecting facility data. b. One deck punched cards	Semi-Annual	CSRES-28 (R2)	DCSLOG (AHABD-MH)	AR 140-480	DCSLOG

C-IV-C-16

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Logistics

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0226	Equipment Status Reporting Systems	Cards	10472 (M)	DCSLOG AHABD-MH	Print Lines	16400 (I) (est)	DCSLOG AHABD-MH	Monthly	478min	338 min
		Tape	13000 (M) 80 char. rec. (Quarterly)	Major Item Data Agency Chambersburg, PA	Tape	86470 (M)	" "			
					Cards	1200 (I)	" "			
					Print Lines	13000 (I)	" "			

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	40KD	1	Card REader		See Attached Sheet
		1	Printer		
		1	Card Punch		
		1	Tape (7)		
		3	Tape (9)		
		48751 KB	Disk		

*EXPLAIN HOW COMPUTED: 3 month avg for Jan, Feb, and Mar, excluding print and punch back-up time, as recorded by Burroughs EDP Time Analysis and Billing System.

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0226 (SYS CODE) | Equipment Status Reporting (SYS TITLE)

Equipment Status Reporting System
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provide equipment status data from TOE, TDA units and activities for authorized and on hand items of all Army owned reportable items of equipment to determine shortages and excesses for distribution and redistribution.	a. Punched cards.	a. DCSLOG (AHABD-MH)	Monthly		a. Error list	a. Monthly		a. DCSLOG (AHABD-MH)	a. AR 711-5	a. DCSLOG (AHABD-MH)
	b. Magnetic tape (Item Master File)	b. Major Item Data Agency, Chambersburg PA	Quarterly		b. Error cards	b. Monthly		b. DCSLOG (AHABD-MH)	b. AR 711-5	b. DCSLOG (AHABD-MH)
					c. Essential error list	c. Monthly		c. DCSLOG (AHABD-MH)	c. AR 711-5	c. DCSLOG (AHABD-MH)
					d. Essential error cards	d. Monthly		d. DCSLOG (AHABD-MH)	d. AR 711-5	d. DCSLOG (AHABD-MH)
					e. Transaction register	e. Monthly		e. DCSLOG (AHABD-MH)	e. AR 711-5	e. DCSLOG (AHABD-MH)
					f. RACC Control Ledger	f. Monthly		f. DCSLOG (AHABD-MH)	f. AR 711-5	f. DCSLOG (AHABD-MH)
					g. Magnetic tapes, Unit file	g. Monthly		g. CONARC	g. CONARC	g. CONARC
					h. IMF List	h. Quarterly		h. DCSLOG (AHABD-MH)	h. AR 711-5	h. DCSLOG (AHABD-MH)
					i. Error List IMF Purge	i. Quarterly		i. DCSLOG (AHABD-MH)	i. CONARC	i. DCSLOG (AHABD-MH)

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0226 (SYS CODE) | Equipment Status Reporting (SYS TITLE)

Equipment Status Reporting System (Cont)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
					j. Error Cards IMF Purge	j. Quarterly		j. DCSLOG (AHABD-MH)	j. CONARC	j. DCSLOG (AHABD-MH)
					k. Essential Error List IMF Purge	k. Quarterly		k. DCSLOG (AHABD-MH)	k. CONARC	k. DCSLOG (AHABD-MH)
					l. Essential Error Cards IMF Purge	l. Quarterly		l. DCSLOG (AHABD-MH)	l. CONARC	l. DCSLOG (AHABD-MH)

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Logistics

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
226	1A Unique Equipment Status Local Reports	Tape	87000 (I)	DPA	Print Lines	150000 (I)	DCSLOG AHABD-MH	Monthly	1125 min	1070 min
		Cards	5000 (I)	DCSLOG	Cards	9000 (I)	" "			
					Print Lines	48000 (I)	DCSRF, AHARF-RS			

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	25KD	1	Card Reader		See Attached Sheet
		1	Printer		
		2	Tape (9)		
		1098 KB	Disk		

*EXPLAIN HOW COMPUTED: 3 month avg for Jan, Feb, and Mar, excluding print and punch back-up time, as recorded by Burroughs EDP Time Analysis and Billing Systems.

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0226 (SYS CODE) | Equipment Status Reporting (SYS TITLE)

First Army Unique Equipment Status Local Reports
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provide locally required reports on completion of monthly update to Equipment Status Unit. Master File reflecting Unit allowances, assets, Equipment Density and Reporting Units and Activities.	a. Unit Master File-Magnetic Tape	a. DPA	a. Monthly		a. Density Report by Commodity Mgr Active Army Class I	a. Monthly		a. DCSLOG, AHABD-MH	a. DF, DCSLOG, AHABD-MH	a. DCSLOG, AHABD-MH
	b. Log Report Codes-Punched Cards	b. DCSLOG-AHABD-MH	b. Monthly		b. Density Report by Commodity Mgr Active Army Class II/ROTC	b. Quarterly		b. DCSLOG, AHABD-MH	b. DF, DCSLOG, AHABD-MH	b. DCSLOG, AHABD-MH
					c. Density Report by Commodity Mgr-USAR	c. Quarterly		c. DCSLOG, AHABD-MH	c. DF, DCSLOG, AHABD-MH	c. DCSLOG, AHABD-MH
					d. Density Report by ARCOM/GOCOM-USAR	d. Quarterly		d. DCSLOG, AHABD-MH	d. DF, DCSLOG, AHABD-MH	d. DCSLOG, AHABD-MH
					e. RACC List by UIC Active Army	e. Monthly		e. DCSLOG, AHABD-MH	e. DF, DCSLOG, AHABD-MH	e. DCSLOG, AHABD-MH
					f. RACC List by UIC USAR	f. Quarterly		f. DCSLOG, AHABD-MH	f. DF, DCSLOG, AHABD-MH	f. DCSLOG, AHABD-MH

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

0226 (SYS CODE) Equipment Status Reporting (SYS TITLE)

DPI # A100

First Army Unique Equipment Status Local Reports (cont)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
					g. RACC List by unit no. Active Army	g. Monthly		g. DCSLOG, AHABD-MH	g. DF, DCSLOG, AHABD-MH	g. DCSLOG, AHABD-MH
					h. RACC List by Unit no USAR	h. Quarterly		h. DCSLOG, AHABD-MH	h. DF, DCSLOG, AHABD-MH	h. DCSLOG, AHABD-MH
					i. RACC List by UIC within ARCOM/GOCOM USAR	i. Quarterly		i. DCSLOG, AHABD-MH	i. DF, DCSLOG, AHABD-MH	i. DCSLOG, AHABD-MH
					j. RACC List by UIC w/instl code	j. Monthly		j. DCSLOG, AHABD-MH	j. DF, DCSLOG, AHABD-MH	j. DCSLOG, AHABD-MH
					k. RACC List by UIC	k. Monthly		k. DCSLOG, AHABD-MH	k. DF, DCSLOG, AHABD-MH	k. DCSLOG, AHABD-MH
					l. RACC Punched cards	l. Monthly		l. DCSLOG, AHABD-MH	L. DF, DCSLOG, AHABD-MH	L. DCSLOG, AHABD-MH
					m. Log Match Listing	m. Monthly		m. DCSLOG, AHABD-MH	m. DF, DCSLOG, AHABD-MH	m. DCSLOG, AHABD-MH

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0226 (SYS CODE) | Equipment Status Reporting (SYS TITLE)

First Army Unique Equipment Status Local Reports (cont)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
					n. Log Match Punched Cards	n. Monthly		n. DCSLOG, AHABD-MH	n. DF, DCSLOG, AHABD-MH	n. DCSLOG AHABD-MH
					o. Unit Report UIC w/Instl Active Army	o. Monthly		o. DCSLOG, AHABD-MH	o. DF, DCSLOG, AHABD-MH	o. DCSLOG AHABD-MH
					p. Unit Report UIC w/Instl USAR,	p. Quarterly		p. DCSLOG AHABD-MH DCSRF AHARF-RS	p. DF, DCSLOG, AHABD-MH	p. DCSLOG AHABD-MH
					q. Unit Report UIC w/ARCOM/ ARCOM USAR	q. Quarterly		q. DCSLOG, AHABD-MH	q. DF, DCSLOG, AHABD-MH	q. DCSLOG AHABD-MH

C-IV-C-23

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Logistics

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0227	Access II Admin Storage Report (ASTOR II)	Cards	80 (M)	DCSLOG AHABD-MH	Print Lines	100 (I)	DCSLOG AHABD-MH	Monthly	3 min	3 min (est)
					Cards	20 (A)	" "			

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	23 KD	1	Card Reader		See Attached Sheet
		1	Card Punch		
		1	Printer		
		1KB	Disk		

*EXPLAIN HOW COMPUTED Estimated. No computer time used during Jan, Feb, and Mar, the months used for computing avg hrs.

Headquarters, First US Army
(INSTALLATION)

0227 — The Army Maintenance Management System (TAMMS) — DPI A100
(SYS CODE) (SYS TITLE)

ACCESS II Admin Storage Report (ASTOR II)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Preparation of report and summary cards from data reflected on DA Form 2406, pertaining to equipment authorized and on-hand in active storage, not to exceed six (6) months without recycling. Also equipment which has been placed in inactive storage and necessitates special processing before recycling.	Punched Cards	DCSLOG, AHABD-MH	Monthly	CSGLD-1042 (R2)	a. Admin Storage Report	a. Monthly	a. CSGLD-1042(R2)	a. DCSLOG, AHABD-MH	a. CONARC Ltr, ATLOG-LS/A	b. DCSLOG, AHABD-MH
					b. CONARC Summary Punched Cards	b. Monthly	b. CSGLD-1042(R2)	b. DCSLOG AHABD-MH	a. CONARC Ltr, ATLOG-LS/A	b. CONARC

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Logistics

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0227	Material Readiness Access II System	Cards	3500 (M) (Qtrly)	DCSLOG	Print Lines	38000 (I) (Qrtly-Est)	DCSLOG AHABD-MH	Quarterly	46 min	32 min
					Cards	1000 (I) (Qrtly-Est)	" "			
					Tape	1000 (A) (Qrtly-Est)	CONARC			

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	41KD	1	Card Reader		See Attached Sheet
		1	Printer		
		1	Card Punch		
		1	Tape (7)		
		3	Tape (9)		
		6600 KB	Disk		

*EXPLAIN HOW COMPUTED 3 month avg for Jan, Feb, & Mar, excluding print and punch back-up time, as recorded by Burroughs EDP Time Analysis and Billing Systems.

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

C227 (SYS CODE) — The Army Maintenance Mgmt System (TAMMS) (SYS TITLE)

Materiel Readiness Access II System
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for the reporting of data from DA Form 2406. The data elements reflect information as to the availability status and serviceability of selected ECC Line Number Items (Appendix C, TM-38-750 Dec 69)	a. A-B Transaction cards	a. DCSLOG AHABD-MH	a. Quarterly		a. TAMMS Materiel Readiness Edit Listing	a. Quarterly		a. DCSLOG AHABD-MH	a. TM-38-750	a. DCSLOG, AHABD-MH
					b. Error Cards	b. "		b. "	b. "	b. "
					c. A-B Card Check List	c. "		c. "	c. "	c. "
					d. Station Avail List by Station Card A	d. "		d. "	d. "	d. "
					e. Station Serviceability List by Station Card B	e. "		e. "	e. "	e. "
					f. Line Nr Avail List Recap by Line Card A	f. "		f. "	f. "	f. "
					g. Line Nr Serviceability List Recap by Line Card B	g. "		g. "	g. "	g. "

C-IV-C-27

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

0227 (SYS CODE) The Army Maintenance Mgmt System (TAMMS) (SYS TITLE)

DPI # A100

Materiel Readiness Access II System (Cont)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
					h. AUTODIN Tape	h. Quarterly		h. CONARC	h. TM-38-750	h. CONARC
					i. AUTODIN Log	i. Quarterly		i. DPI A100	i. "	i. DPI A100
					j. TAMMS ECC Line Master File List	j. "		j. DCSLOG, AHABD-MH	j. "	j. DCSLOG, AHABD-MH
					k. TAMMS ECC Line Master Card File	k. "		k. "	k. "	k. "
					l. TAMMS ECC Line Master Transaction Card File	l. "		l. "	l. "	l. "

C-IV-C-28

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Logistics

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0227	Equipment Density Report	Cards	9000 (M) (Qtrly)	DCSLOG-AHABD-MH	Print Lines	20000 (I)	DCSLOG-AHABD-MH	Quarterly	39 min	39 min (est

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	25 KD	1 1 1600 KB	Card Reader Printer Disk		See Attached Sheet

*EXPLAIN HOW COMPUTED Estimated. No computer time used during Jan, Feb, & Mar themonths used for computing avg hrs.

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

0227 (SYS CODE) The Army Maint Mgmt System (TAMMS) (SYS TITLE)

DPI # A100

Equipment Density Report
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for preparation of reports utilized to determine allocations and utilization of resources for the density of equipment supported by Class I Installations servicing support maintenance activities.	Punched Cards	DCSLOG, AHABD-MH	Quarterly	CSGID-1049 (R1)	a. Equipment Density by Maintenance	a. Quarterly	a. CSGID-1049 (R1)	a. DCSLOG, AHABD-MH	a. DF, DCSLOG, AHABD-MH	a. DCSLOG, AHABD-MH
					b. Equipment Density by First US Army	b. "	b. "	b. "	b. "	b. "

C-IV-C-30

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Logistics

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0227	Selected Items Master File (SIMF)/Commercial Vehicle Line No. Master File	Cards	150 (I) (as req)	DCSLOG AHABD-MH	Print Lines	150 (I) (as req)	DCSLOG	Monthly	42 min	42 min
		Keypunch Worksheets	25 (I)	" " "	Print Lines	25 (I)				
					Cards	1500 (M) (as req)				
					Cards	250 (M)				

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		[redacted]
			PCM Equipment		
		1	519 Reproducer	PCM Application	
		1	557 Interpreter		
		1	188 Collator		
		1	407 Tabulator		

*EXPLAIN HOW COMPUTED 3 month avg for Jan, Feb, and Mar obtained from machine utilization records.

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

0227 (SYS CODE) — The Army Maintenance Mgmt System (TAMMS) (SYS TITLE) — DPI # A100

Selected Items Master File (SIMF)/Commercial Vehicle Line No. Master File
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for the reproduction and listing of the SIMF as provided by Logistics Data Center for determining reportable items under TAMMS (O/T commercial vehicles) and provides for the updating and listing of the Commercial Vehicle Line Nr Master File	a. SIMF Cards	a. DCSLOG, AHABD-MH	a. As required		a. Selected Items Master File Listing	a. As required		a. DCSLOG AHABD-MH	a. DF, DCSLOG, AHABD-MH, Subject: TAERS Master Item Deck 30 Jan 70	a. DCSLOG, AHABD-MH
	b. Keypunch worksheets, Add, Del., Chg. Card correction	b. "	b. "							
	c. Commercial Vehicle Line Nr Master File Cards	c. "	c. Monthly		b. Reproduced "SIMF" decks	b. "		b. "	b. "	b. "
					c. Commercial Vehicle Line Nr Master File Listing	c. Monthly		c. "	c. "	c. "
					d. Reproduced Add, Del, Chg decks	d. As required		d. "	d. "	d. "

C-IV-C-32

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Logistics

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
227	Maintenance Shop Workload and Backlog Report	Cards	1000 (M)	DCSLOG	Print Line	2000 (I)	DCSLOG AHABD-MH	Monthly	16 min	15 min
					Cards	10 (I) (est)				

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	28 KB	1	Card Reader		See Attached Sheet
		1	Card Punch		
		1	Printer		
		8KB	Disk		

*EXPLAIN HOW COMPUTED 3 month avg for Jan, Feb, and Mar, excluding print and punch back-up time, as recorded by Burroughs EDP Time Analysis and Billing System.

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

.0227 (SYS CODE) | The Army Maint Mgmt System (TAMMS) (SYS TITLE) | DPI # A100

Maintenance Shop Workload and Backlog Report
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for preparation of report, which reflects maintenance workload and backlog status for all items of equipment serviced by installation maintenance facilities.	Punched cards	DCSLOG, AHABD-MH	Monthly	CSGID-1049 (R1)C	a. Workload Backlog Error List	a. Monthly	a. CSGLD-1049 (R1)C	a. DCSLOG, AHABD-MH	a. DF, DCSLOG, AHABD-MH	a. DCSLOG, AHABD-MH
					b. Workload Backlog Error Punched Cards	b. "	b. "	b. "	b. "	b. "
					c. Production Report, Instal-by Line Nr: Part IA	c. "	c. "	c. "	c. "	c. "
					d. Production Report, Command Consolidation by Line Nr Part IB	d. "	d. "	d. "	d. "	d. "
					e. Production Report Recapitulation by Major Equipment Category Part IC	e. "	e. "	e. "	e. "	e. "

C-IV-C-34

PAGE NO. A05A

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

C227 (SYS CODE) The Army Maint Mgmt System (TAMMS) (SYS TITLE)

DPI # A100

Maintenance Shop Workload and Backlog Report (Cont)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
					f. Backlog Installation by Line Nr Part IIIA	f. Monthly	f. CSGID-1049 (R1)C	f. DCSLOG, AHABD-MH	f. DF, DCSLOG, AHABD-MH	f. DCSLOG, AHABD-MH
					g. Backlog Command Consolidation by Line Nr Part IIIB	g. "	g. "	g. "	g. "	g. "
					h. Backlog Recapitulation by Major Equipment Category Part IIIC	h. "	h. "	h. "	h. "	h. "

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Logistics

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0227	Modification Work Order Control & Reporting	Cards	2000 (M) (as req)	DCSLOG AHABD-MH	Print Lines	2000 (I)	DCSLOG AHABD-MH	as req	54 min	54 min (est
					Cards	2000 (A) (as req)	" "			

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	25 KD	1 1 1 1600 KB	Card Reader Card Punch Printer Disk		See Attached Sheet

*EXPLAIN HOW COMPUTED: Estimated. No computer time used during Jan, Feb, & Mar, the months used for computing avg hrs.

231

0227 (SYS CODE) — The Army Maintenance Management Systems (TAMMS) (SYS TITLE) — Headquarters First US Army (INSTALLATION) — DPI # A100

Modification Work Order Control & Reporting (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for the reporting of information contained in the master modification work order file as maintained by CONARC and provides for the updating of the MWO file maintained at First US Army Headquarters.	a. MWO Control File Decl	a. DCSLOG AHABD-MH	a. As required		a. MWO 8 card list	a. As required	a. CSGLD-1414	a. DCSLOG, AHABD-MH	a. DF, DCSLOG, AHABD-MH, subj: MWO Control & Rpt, 29 Apr 70	a. DCSLOG AHABD-MH
	b. MWO Control File changes	b. "	b. "		b. MWO 9 card List	b. "	b. "	b. "	b. "	b. "
					c. MWO Error Listing	c. "	c. "	c. "	c. "	c. "
					d. MWO Error Cards	d. "	d. "	d. "	d. "	d. "
					e. Card-Out File	e. "	e. "	e. "	e. "	e. "

C-IV-C-37

PAGE NO. 1004

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Logistics

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
227	Support List Allowance Report	Cards	1200 (M) (as req)	DCSLOG	Print Lines	1200 (I) (as req)	DCSLOG	as req	300 min (est)	300 min (est
					Card	6000 (I) (as req)				

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE	PCM Applications	See Attached Sheet
			PCM Equipment		
		1	084		
		1	407		
		1	519		
		1	557		

*EXPLAIN HOW COMPUTED Estimated. No computer time used during Jan, Feb, & Mar, the months used for computing avg hrs.

AD-A047 031 OFFICE OF THE CHIEF OF STAFF (ARMY) WASHINGTON DC MA--ETC F/G 15/5
FUNCTIONAL STUDY OF CONUSA (CONTINENTAL U.S. ARMY) MANAGEMENT.(U)
MAY 72

UNCLASSIFIED

16 OF 20
AD
A047031

332

0227 (SYS CODE) | The Army Maintenance Management Systems (TAMMS) (SYS TITLE) | Headquarters First US Army (INSTALLATION) | DPI # A100

Support List Allowance Report (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for preparation of report pertaining to initial distribution of repair parts, test equipment, special tools and materiel required for organizational, direct support and general support maintenance.	Punched Cards	DCSLOG, AHABD-MH	as required		a. Support list allowance report, Group I	a. As required		a. DCSLOG, AHABD-MH	a. DCSLOG AHABD-MH	a. DCSLOG, AHABD-MH
					b. Support list allowance report, Group II	b. "		b. "	a. "	b. "
					c. Support list allowance punched cards, Group I	c. "		c. "	c. "	c. "
					d. Support list allowance punched cards, Group II	d. "		d. "	d. "	d. "

C-IV-C-39

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Logistics

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0239	Automatic Return Items	Cards	5000 (M) qtrly	DCSLOG AHABD-MH	Print Lines Cards	15000 (M) 15000 (M)	DCSLOG AHABB-MH	Quarterly	29 min	29 min (est

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS QTY	PERIPHERALS TYPE	REMARKS	
COBOL	41KD	1 1 1 1600 KB	Card Reader Card Punch Printer Disk		See Attached Sheet

*EXPLAIN HOW COMPUTED Estimated. No computer time used during Jan, Feb, & Mar, the months used for computing avg hrs.

335

0239 (SYS CODE) | Secondary Item Inventory Stratification (SIIS) (SYS TITLE) | Headquarters First US Army (INSTALLATION) | DPI # A100

Automatic Return Items (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for preparation of report reflecting critical and intensively managed secondary items selected by the National Inventory Control Point (NICP) based on essentiality to each CONUS Class I installations.	Punched cards	DCSLOG AHABD-MH	Quarterly		a. Automatic return items list b. Automatic return items punched cards	a. Quarterly b. "		a. DCSLOG AHABD-MH b. "	a. DF, DCSLOG AHABD-MH b. "	a. DCSLOG AHABD-MH b. "

C-IV-C-41

PAGE NO. 1004

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Logistics

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0274	Installation Inventory of Military Real Property	Hard copy	3000 (M) Qtrly est	DCSLOG AHABD-MH	Print Line	3000 (I) 3000 (M) (est)	DCSLOG-AHABDMH DA	Qtrly	3420 min (est)	3420 min (est)
					Cards	3000 (I) (est)	DCSLOG-AHABDMH			
					Cards	3000 (M) (est)	DA			

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION			
	MAIN MEMORY	PERIPHERALS		REMARKS
		QTY	TYPE	
			PCM Equipment	PCM Application
		1	029 Keypunch	
		1	084 Sorter	
		1	519 Reproducer	
		1	407 Tabulator	
		1	557 Interpreter	
		1	059 KeyVerifier	

PURPOSE OF APPLICATION (SYSTEM)

See Attached Sheet

*EXPLAIN HOW COMPUTED Estimated. No PCM time used during Jan, Feb, and Mar, the months used for computing avg hrs.

337

0274 (SYS CODE) | Real Property Inventory - Army (SYS TITLE) | Headquarters First US Army (INSTALLATION) | DPI # A100

Installation Inventory of Military Real Property (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for the preparation of ADDs, Deletions and changes to Data File of Army Military Real Property under the control of the Department of Army by the Office of Chief of Engineers (DA).	Hard Copy, DA Form 2541	DCSLOG, AHABD-MH	Quarterly	ENG-75 (R3)	a. Proof Lists	a. Quarterly		a. DCSLOG AHABD-MH	a. AR 405-45	a. DCSLOG, AHABD-MH
					b. Final Lists	b. "		b. DCSLOG, AHABD-MH	b. "	b. DA
					c. Punched Cards	c. "		c. DCSLOG, AHABD-MH and DA	c. "	c. DA

C-IV-C-43

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Logistics

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
O 292	Radioisotope Inventory and Leak Test Report	Cards	50 (M)	DCSLOG AHABD-MH	Print Lines	200 (I) (as req)	DCSLOG AHABD-MH	as req	22 min	22 min (est)
		Cards	100 (I) (as req)							
					Cards	50 (A)	"" "			
					Cards	100 (A) (as req)	" "			

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	26 KD	1 1 400KB	Card Reader Printer Disk		See Attached Sheet

*EXPLAIN HOW COMPUTED Estimated. No computer time used during Jan, Feb, and Mar, the months used for computing avg hrs.

0292 (SYS CODE) | Control of Critical Defense Material (SYS TITLE) | Headquarters First US Army (INSTALLATION) | DPI # A100

Radioisotope Inventory and Leak Test Report (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides Army area control points and CONARC with current data on radioisotope inventory and leak test locations and leak test results of radiation source.	Punch cards	DCSLOG, AHABD-MH	As required	AMC-192	a. Radioisotope Inv and Leak test Rpt-Pt I Serial No W/FSN	a. As Required	a. AMC 192	a. DCSLOG, AHABD-MH	a. DF, DCSLOG, AHABD-MH	a. DCSLOG AHABD-MH
					b. Radioisotope Inv and Leak Test Rpt-Pt II Serial No W/FSN by station	b. "	b. "	b. "	b. "	b. "
					c. Punched cards Selected "C"	c. "	c. "	c. "	c. "	c. "
					d. Punch cards "Non-Selected"	d. "	d. "	d. "	d. "	d. "
					e. Punch cards "transceived"	e. "	e. "	e. "	e. "	e. "

C-IV-C-85

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Logistics

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0336	1A Key Installation Logistic Officer Listing	Cards	150(I) as req	DCSLOG AHABD-MH	Print	150 (I) (as req)	DCSLOG AHABD-MH	as req	2 min	2 min est

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	6KD	1	Card Reader		See Attached Sheet
		1	Printer		

*EXPLAIN HOW COMPUTED Estimated. No computer time used during Jan, Feb, and Mar, the months used for computing avg hrs.

Headquarters, First US Army
(INSTALLATION)

0336 (SYS CODE) Officer Personnel Management (SYS TITLE)

DPI # A100

First US Army Key Installation Logistic Officer Listing
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for preparation of listing reflecting station name, installation code, location and title name and telephone number of each Logistics Officer at key installations within First Army area.	Punched cards	DCSLOG, AHABD-MH	As required		First Army Key Log Officer Listing	As required		DCSLOG, AHABD-MH	DF, DCSLOG, AHABD-MH	DCSLOG, AHABD-MH

C-IV-C-47

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Logistics

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0036	Storage Space Utilization and Occupancy Report	Cards	600 (M) (annual)	DCSLOG AHABD-MH	Print Lines	600 (I) (annual)	DCSLOG	annual	10 min	10 min (est
					Cards	600 (A) (annual)	Letterkenny Army Depot			

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS QTY	PERIPHERALS TYPE	REMARKS	
COBOL	41 KD	1 1 160KB	Card Reader Printer Disk		See Attached Sheet

*EXPLAIN HOW COMPUTED Estimated. No computer time used during Jan, Feb, and Mar, the months used for computing avg hrs.

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0360 (SYS CODE) Installation Utilization of Military Real Property - Army (SYS TITLE)

Storage Space Utilization and Occupancy Report
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for preparation of report used as a basis for management of storage space allocation, assignment, and control through evaluation of installation utilization and occupancy performance. Source DD Form 805, converted to punched cards.	Punched cards	DCSLOG (AHABD-MH)	Annually	CSGID-1339	a. Storage space util occ report checklist b. Punched cards (corrected)	Annual	a. b. CSGID-1339	a. DCSLOG (AHABD-MH) b. Letterkenny Army Depot	a. DF DCSLOG (AHABD-MH) b. DF DCSLOG (AHABD-MH)	a. DCSLOG (AHABD-MH) b. DCSLOG (AHABD-MH)

C-IV-C-49

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Logistics

SYS. CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0480	World-Wide Ammunition Reporting System (WARS)	Cards	4160 (M)	DCSLOG AHABD-MH	Print Lines	68000 (I)	DCSLOG AHABD-MH	Monthly	165 min	210 min
					Cards	500 (I)	" "			
					Tape	2000 (A)	CONARC			

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	60KD	1	Card Reader		See Attached Sheet
		1	Card Punch		
		1	Printer		
		1	Tape (7)		
		2	Tape (9)		
		12416 KB	Disk		

*EXPLAIN HOW COMPUTED 3 month avg for Jan, Feb, and Mar, excluding print and punch back-up time, as recorded by Burroughs EDP Time Analysis and Billing System.

0480 (SYS CODE) | World-Wide Ammunition Requirements and Assets Report System (SYS TITLE) | Headquarters First US Army (INSTALLATION) | DPI # A100

World-Wide Ammunition Reporting System (WARS) (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for the preparation of the World-Wide Ammunition Requirements and Assets Report which furnishes data required for budget estimates supply control studies, allocation distribution planning, procurement, readiness assessment and other factors applicable for conventional and chemical ammunition items except nuclear.	a. Ammo transaction input cards b. Req allocation items cards	a. DCSLOG-AHABD-MH b. DCSLOG-AHABD-MH	a. Monthly-Quarterly b. Monthly-Quarterly		a. Error/Transaction Rpt	a. Monthly-Quarterly	a. CSGLD-1322	a. DCSLOG, AHABD-MH	a. CONARC Reg 700-22	a. DCSLOG, AHABD-MH
					b. Installation Report	b. "	b. "	b. "	b. "	b. "
					c. 1322 Requirements & Assets Rpt	c. "	c. "	c. "	c. "	c. "
					d. Unserviceable rpt	d. "	d. "	d. "	d. "	d. "
					e. Operational Projects Rpt	e. "	e. "	e. "	e. "	e. "
					f. Forecast & Expenditure Rpt	f. "	f. "	f. "	f. "	f. "
					g. Dollar Value & Tonnage Rpt	g. "	g. "	g. "	g. "	g. "
					h. Ammo DODIC Error List	h. "	h. "	h. "	h. "	h. "

C-IV-C-51

346

0480 (SYS CODE) | World-Wide Ammunition Requirements and Assets Report System (cont) (SYS TITLE) | Headquarters First US Army (INSTALLATION) | DPI # A100

World-Wide Ammunition Reporting System (WARS) (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
					i. Updated Transaction Log & Master File List	i. Monthly-Quarterly	i. CSGLD 1322	i. DCSLOG, AHABD-MH	i. CONARC Reg 700-22	i. DCSLOG, AHABD-MH
					j. Dollar Value & Tonnage Master Error List	j. "	j. "	j. "	j. "	j. "
					k. Ammo Allocation Posture Sheet Rpt	k. "	k. "	k. "	k. "	k. "
					l. Selected B-cards.	l. "	l. "	l. "	l. "	l. "
					m. "Other" cards	m. "	m. "	m. "	m. "	m. "
					n. Error Transaction cards	n. "	n. "	n. "	n. "	n. "
					o. AUTODIN tape	o. "	o. "	o. CONARC	o. "	o. CONARC
					p. AUTODIN log	p. "	p. "	p. "	p. "	p. "

C-IV-C-52

MISCELLANEOUS

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Miscellaneous

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0002	Force Acctg System (FAS)XV Report (1A)	Cards	3750 (M) as required	DCSOT	Print	800 (1) as required	DCSOT,	as required	11 mins	9

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION			
	MAIN MEMORY	PERIPHERALS		REMARKS
		QTY	TYPE	
COBOL	22 KD	1 2	Printer Tapes (9)	

PURPOSE OF APPLICATION (SYSTEM)

See Attached Sheet

*EXPLAIN HOW COMPUTED 3 month avg for Jan, Feb, & Mar excluding print and punch back-up time as recorded by Burroughs EDP Time Analysis and Billing System.

0002 (SYS CODE) | 5-YR Troop Basis - Active Army (SYS TITLE) | Headquarters, First US Army (INSTALLATION) | DPI # A100

Force Accounting System (FAS) XV Report (1A) (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides a system to process and generate reports reflecting data relative to units contained in the First US Army Force Accounting System.	a. Army-wide punch card file.	DCSOT	As Required		a. Force Accounting System (FAS) XV Report	As Required		DCSOT, AHABC-OR	DF, AHABC-OR, DCSOT	DCSOT, AHABC-OR
	b. Corrected CARDS	DCSOT			b. Error List	As Required		DCSOT, AHABC-OR		DCSOT AHABC-OR

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0053	Army Aviator Status Report	Cards	3000 (I)	DCSOT	Print Lines	6500 (M)	DCSOT	Monthly	10 mins	2 min

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	26KD	1 640KB 1	Card Reader Disk Printer		See Attached Sheet

*EXPLAIN HOW COMPUTED _____

351

0053 (SYS CODE) | Army Aviation Administrative Mgt (SYS TITLE) | Headquarters, First US Army (INSTALLATION) | DPI # A100

Army Aviator Status Report (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides a mechancial method for preparation of a listing containing qualification data pertaining to flight status of all aviators both Active and Reserve in First US Army area.	Keypunch Worksheets, Punch Cards	DCSOT	Monthly		Lists: Army Aviator Status Report (Active) Army Aviator Status Report (Reserve)	Monthly		DCSOT	1A REG 95-2-	DCSOT - (AHABC-AV)

C-IV-D-5

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: MISCELLANEOUS

DPA Job #4360
N/A

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0068	First US Army TOE Mobilisation Troop Basis	Cards	16000 (M)	DCSOT	PRINT-LIST	9000 (I)	DCSOT AHABA-OA	As Required	32 HRS Estimated	32 HRS Estimated
			As Required			As Required				
			Estimated			Estimated				

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
NA	NA	1	Key-Punch	This PCM Report has not been prepared since 1969.	
		1	Key-Verifier		
		1	Interpreter		
		1	407-Tabulator		
		1	Reproducer		

*EXPLAIN HOW COMPUTED

353

Headquarters, First US Army
(INSTALLATION)

0068 (SYS CODE) MQB Troop Program (SYS TITLE) DPI # A100

First US Army TOE Mobilization Troop Basis
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for preparation of listings in various sequence reflecting the mobilization status of active army units and reserve component units within the command jurisdiction of HQ, First US Army.	a. MOB TOE Unit Update Transactions b. MOB TOE Master Punch Card File.	DCSOT DCSOT	As Required		MOB TOE Troop List	As Required		DCSOT AHABC-OA	DF, DCSOT AHABC-OA	DCSOT AHABC-OA

C-IV-D-7

PAGE NO. [illegible]

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Miscellaneous

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0084	Unit Readiness Report	Cards	1100 (A) 200 (M)	DCSOT AHABC-00	Print Lines	1300 (I)	DCSOT AHABC-00	Monthly	12 mins	13 min
		NOTE: Normally run twice a month, if all data received, otherwise may require supplemental runs to complete.								

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	20 KD	1	Card Reader		See Attached Sheet
		1	Printer		

*EXPLAIN HOW COMPUTED: 3 month avg for Jan, Feb, and Mar, excluding print and punch back-up time, as recorded by Burroughs EDP Time Analysis and Billing System.

0084 Unit Readiness Reporting Headquarters, First US Army (INSTALLATION) DPI # A100

(SYS CODE) (SYS TITLE)

Unit Readiness Report

(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides a comprehensive edit of all Active Army Unit Readiness data as received from First US Army Active Units, and produces a listing of all input transactions with error indicated. Card deck is prepared for disposition to CONARC.	Unit Readiness Punch Cards	DCSOT (AHABC-00)	Monthly		Edit error list Final List Card Deck	Monthly		DCSOT (AHABC-00)	AR 525-10	DCSOT (AHABC-00)

C-IV-D-6

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: MISCELLANEOUS

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0084	Unit Readiness Punch Cards	HardCopy	20 (I)	1USASE	Cards	20 (I)	1USASE	Monthly	10 MINS (Estimated)	10 MINS (Estimated)

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
NA	NA	1 1	029 557	PCM Application	

*EXPLAIN HOW COMPUTED Based on Average number input documents for Jan, Feb, March from March utilization Reports.

0084 Unit Readiness Reporting

(SYS CODE) (SYS TITLE)

Headquarters, First US Army
(INSTALLATION)

DPI # A100

Unit Readiness Punch Cards
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides keypunching service in preparation of Active Army Unit Readiness punch cards for First US Army Support Element.	Keypunch	1USASE	Monthly		Punch Cards	Monthly		1USASE	DF, AHAHC-C	1USASE

C-IV-D-11

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
84	FUSA Accountable & Operating Strength Report	Cards	800	DPC	Cards Print Lines	800 (I) 800 (I)	AG-B	Quarterly	34 mins	34 mins (es

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	26 KD	1 1 80KB	Punch Printer Disk		See Attached Sheet

Estimated. No computer time used during Jan, Feb, and Mar, the months used for computing avg hrs.

*EXPLAIN HOW COMPUTED

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0084 (SYS CODE) Unit Readiness Reporting (SYS TITLE)

First US Army Accountable and Operating Strength Report
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for the preparation of report of accountable and operating strength for First US Army units with status codes C1, C2, C3, C5, and D1 which reflects subunit designation, parent unit number, branch, designation, station name and location, assignment, status, morning report date, analyst code, subunit, UIC, accountable and operating strengths for officers, warrant officers and enlisted personnel.	Organization Master File	1A DPA	Quarterly		Punched Cards First US Army Accountable and Operating Strength Listing	Quarterly		DCSPER, AHABA-KD	DF, AHABA-KD DCSPER 11 Apr 69	DCSPER

C-IV-D-13

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Miscellaneous

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0088	Accident Analysis Reporting	Cards (See Note 2)	200 (I)	DCSPER (AHABM-PS)	Cards:		DCSPER	Monthly	6 mins	18 mins
					a. Errors	35 (I)	(AHABA-PS)	"		
					b. Local	200 (I)		"		
					Deck	200 (A)		"		
					c. DA Deck	200 (M)		"		
					d. CONARC	250 (I)		"		
					Deck	600 (M)	(See Note 1)	Quarterly	2 mins	
					Print Lines					
					Print Lines					

NOTE 1: This list is printed by PCM Proces (407).
NOTE 2: Cards are punched daily throughout month from hardcopy and are accumulated for monthly input run.

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	25KD	1	Punch		See Attached Sheet
		1	Card Reader		
		800KB	Disk		
		2	Tapes		
		1	Printer		

*EXPLAIN HOW COMPUTED _____

0088 Accident Analysis

(SYS CODE) (SYS TITLE)

Headquarters, First US Army
(INSTALLATION)

DPI # A100

Accident Analysis Reporting
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides a comprehensive edit of accident punched cards created from information contained on DA Form 285-2. A listing is created after all input cards have been edited. Card decks are forwarded to CONARC and Department of the Army. A consolidated quarterly listing is prepared for use within DCSPER Accident Section.	DA Form 285-2	DCSPER (AHABA-PS)	Daily		Accident Punch Cards	Daily		DCSPER (AHABA-PS)	AR 330-36	DCSPER (AHABA-PS)
		Monthly Accident Punch Card File	Monthly		Error List Error Cards Final List 3 decks of punch cards: a. Local b. DA c. CONARC	Monthly		"		
	Accident Punch Cards for applicable quarter	DCSPER	Quarterly		Quarterly Consolidated List	Quarterly		"		

C-IV-D-15

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: MISCELLANEOUS

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0135	First US Army DPA Standard CONARC ADP Management System (SCAMS) Transactions	HardCopy	25 (I)	DPA	Cards	25 (I)	First US Army MISO	Monthly	10 MINS	10 MINS

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
NA	NA	1	0026	PCM Application	

*EXPLAIN HOW COMPUTED Based on average number transactions for 3 months, Jan, Feb, March.

Headquarters, First US Army
(INSTALLATION)

0135 Management of Army ADP
(SYS CODE) (SYS TITLE)

DPI # A100

First US Army DPA Standard CONARC ADP Management System (SCAMS) Transactions
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides a method for the First US Army DPA to prepare input punch card transactions for reporting information required by SCAMS.	ADP Management Statistical data	Plans and Management Branch 1A DPA	Monthly		Punch card SCAM transactions	Monthly	ATDS-8 (R1)	First US Army MISO	AR 18-3	First US Army MISO

C-IV-D-17

PAGE NO. [illegible]

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0135	US Army DPA Actual, assigned and authorized strength	Cards	105 (I)	DPA	Print Lines	1400 (I)	DPA	Semi-monthly	8 mins	13 min

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	24KD	1 160KB 1	Card Reader Disk Printer		See Attached Sheet

*EXPLAIN HOW COMPUTED

Headquarters, First US Army
(INSTALLATION)

0135 (SYS CODE) | Management of Army ADP (SYS TITLE) | DPI # A100

st US Army, DPA Actual, Assigned and Authorized Strength
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
ovides for the maintenance of accurate up-to-date data base management information and preparation of listings reflecting the actual assigned, authorized strength by nch, for use by the DPA nager in the management of s operations.	Change Cards	DPA Administrative Branch	Daily		LISTINGS: a. Actual Assigned and Authorized Strength b. Alpha List Military Pers. c. Alpha List All Personnel d. ETS List e. DOR List	Semi-monthly		DPA Administrative Branch	Ch, First US Army DPA	DPA Administrative Branch

C-IX-A-14

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Miscellaneous

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0135	Processing Production Control System	Cards	80 (I) Daily 1000 (I) Monthly (Est)	DPA	Print Lines Cards	150 (I) Daily 5600 (I) Monthly 1000 (I) Monthly (Est)	DPA (I)	Daily Monthly	11 min 16 min	Est 286 min Est 16 min

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	39KD	1 1 1 300 KB	Card Reader Printer Punch Disk		

*EXPLAIN HOW COMPUTED: 3 month avg for Jan, Feb, and Mar, excluding print and punch back-up time, as recorded by Burroughs EDPT Time Analysis and Billing System.

Headquarters, First US Army
(INSTALLATION)

35 Management of Army ADP DPI # A100
(SYS CODE) (SYS TITLE)

ocessing Production and Control System
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
ovides for the preparation of ata processing job requirement formation and processing atus used to control the rocessing of jobs throughout e First US Army DPA operations.	Transaction Cards	Plans and Management Branch	Daily		Error List Valid Transaction File Disc	Daily		DPA Plans and Management Branch	AR 18-7	DPA Plans Management Branch
	Due Date File Production Control Master File Control Card File	Plans and Management Branch	Monthly		Due Date Data File. Job List by Job Number			DPA Plans and Management Branch	AR 18-7	DPA Plans and Management Branch
	Daily Input Due Date Cards	Plans and Management Branch	Daily		Late Jobs Completed Jobs Jobs Due	Daily		DPA Plans and Management Branch	AR 18-7	DPA Plans and Management Branch

PAGE NO.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: MISCELLANEOUS

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0135	Standard CONARC ADP Management System (SCAMS) USCONARC Reporting System for Management of HQ, CONUSA DPA Personnel and Non-Computer PCM Equipment Resources).	Cards	3000 (I)	1USADPA	Cards Print-Lines	150 (I) 1750 (I)	DPA, Plans/MGMT "	Monthly "	31 MINS "	33.
	(NOTE: Cards prepared daily,	processed	monthly)							

C-IV-D-22

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	42KD	1 1600KB 1 1	Card-Reader Disk Printer Punch		

*EXPLAIN HOW COMPUTED 3 month average for Jan, Feb and March, excluding print and punch back-up time, obtained from Borroughs EDP Time and Analysis Billing System.

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0135 — Management of Army ADP
(SYS CODE) (SYS TITLE)

Standard CONARC ADP Management System (SCAMS) - USCONARC Reporting System for Management of HQ CONUSA DPA Personnel & Non-Computer (PCM Equipment Sources)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provide for the maintenance of an accurate up-to-date data base (personnel and Non Computer (PCM Equipment)) of management information and the preparation of reports for use by the DPA Manager in management of his operations and for the preparation of input data required for the CONARC Reporting System for Management of Army Data Processing.	Personnel/ Machine Time Cards.	1 USA DPA	Daily		Edit Error List	Monthly		DPA Plans & Mgmt	Ltr, ATDS-OT, HQ, CONARC 10 Oct 70	Prod & M Div, DPA
					Error Cards	Monthly		DPA Plans & Mgmt	Ltr, ATDS-OT, HQ CONARC, 10 Oct 70	Prod & Mgmt Div, DPA
					The following output listings are prepared.					
					a. Personnel Time & Cost by job.	Monthly		DPA Plans & Mgmt Office		Prod & Div, DP
					b. Time & Cost by Function CODE.	Monthly		DPA Plans & Mgmt Office		Prod & Mgmt Div, DPA
					c. Time used by Machine	Monthly		DPA Plans & Mgmt Office		Prod & Mgmt Div, DPA
					d. Machine Time & Cost by Job	Monthly		DPA Plans & Mgmt Office		Prod & Mgmt Div, DPA

C-IV-D-23

HEADQUARTERS FIRST US ARMY
(INSTALLATION)

DPI # A100

0135 Management of Army ADP
(SYS CODE) (SYS TITLE)

Standard CONARC ADP Management System (SCAMS) - USCONARC Reporting System for Management of HQ CONUSA DPA Personnel & Non-Computer (PCM Equipment Sources) (cont)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINTS
					e. Employee Number & Name Lists.	Monthly		DPA Plans & Management Office		Production Management Div, DPA

CURRENT ADP SYSTEMS

FUNCTIONAL AREA; MISCELLANEOUS

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0135	Standard CONARC ADP System (SCAMS) - USCONARC Reporting System for Management of Army Data Processing (ATDS-8 (R1)	Cards	400 (m)	MISO	Tape	350 (A)	CONARC thru MISO	Monthly	77 mins	77 Mins
					Cards	50 (M)	MISO	"		(Estimated)
					Print-Lines	8100 (I)	MISO	"		

* (NOTE: This System is currently being redesigned, new programs have not been completed. All times and input/output volumes are estimated based on previous system.)

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	40KD	1	Card Reader		
		2400	KB Disk		
		1	Printer		
		1	Punch		
		1	Tape (7)		

*EXPLAIN HOW COMPUTED * Based on previous programs for system, which is now being redesigned. New times are not yet firm, until redesign has been completed.)

HEADQUARTERS FIRST US ARMY
(INSTALLATION)

0135 — Management of Army ADP
(SYS CODE) (SYS TITLE)

DPI # A100

Standard CONARC ADP System (SCAMS) - USCONARC
Reporting System for Management of Army Data Processing (ATDS-8 (R1)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for producing an accurate set of input transaction for updating the ATDS-8 Master File locally and of HQ CONARC.	Punch cards in eleven different formats	All First Army DPI's which have ADP equipment	Monthly	ATDS-8 (R1)	7 channel magnetic tape of all valid transactions for disposition to CONARC. The following management type listings are produced. a. ADP Inventory by DPI b. Summary of manpower by DPI c. Equipment utilization and machine features by DPI d. Management functional/ usage by DPI e. ADPE System by DPI	Monthly	ATDS-8 (R1)	MISO	AR 18-3	MISO

C-IV-D-26

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: MISCELLANEOUS

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0151	OCCS Processing	Cards	1500 (I) 800 (I)	DCSOT (AHABC-00) DCSRF (AHARF-BR)	Cards	1500 (A) 800 (A)	CONARC thru DCSOT CONARC thru DCSRF	Daily as Received "	2 HRS (Estimated)	40 HRS (Estimated)

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
NA	NA	1	029	PCM Application	
		1	557		
		1	519		
		1	407		
		1	059		

*EXPLAIN HOW COMPUTED Estimated Based on Average Transactions and Processing time required for lack type of machine used.

0151 (SYS CODE) | HQ DA Command Control System (SYS TITLE) | Headquarters, First US Army (INSTALLATION) | DPI # A100

OCCS Processing (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides keypunching of source documents received from DCSOT and DCSRF containing Operational Command and Control Data as submitted by First US Army Active and Reserve Units for submission to CONARC.	Keypunch Worksheets 1AA Form 823	DCSOT (AHABC-00) DCSRF (AHARF-BR)	Daily		Punch Cards Listing of all Punch Cards	Daily		DCSOT - (AHABC-00) DCSRF - (AHARF-BR)	CON/ ARSTRIKE 525-3	DCSRF (AHARF-BR) DCSOT (AHABC-00)

C-IV-D-28

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0217	Listing and Address Labels for First US Army Military Affiliated Radio System (MARS) Members	Cards	3000 (I)	DCSCE	Print Lines	3000 (I)	DCSCE	Monthly	16 mins	17 min
					Print Lines	12000 (I)	" "	Quarterly	16 mins	17 min

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	30KD	1 1 2240KB	Card Reader Printer Disk		See Attached Sheet

*EXPLAIN HOW COMPUTED: 3 month avg for Jan, Feb, and Mar excluding print and punch back-up time, as recorded by Burroughs EDP Time Analysis and Billing System.

0217 (SYS CODE) | Radio Freq. Mgt and Engineering (SYS TITLE) | Headquarters, First US Army (INSTALLATION) | DPI # A100

Listing and Address Labels for First US Army Military Affiliated Radio System (MARS) Members (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides a mechanized method for updating MARS master card file and producing output listings and address labels of all MARS personnel in First US Army area.	Punched Cards	DCSCE	Monthly and Quarterly		List - First US Army MARS Members Address Labels First US Army MARS members	Monthly Quarterly		DCSCE-(AHACE-PT)	DF, AIASI-O	DCSCE-(AHACE-PT)

C-IV-D-30

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: MISCELLANEOUS

3001

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0266	The Army Authorisation Document System TAADS	Cards Tape Monthly	10,000(T) 10,000(M) Monthly	DCSOT	List Cards Tape Monthly	30,000(I) 5,000(I) 10,000 Monthly	DCSOT, AHABC-FD	As Required	636 MINS	1290 MINS

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	96KD	5	Tapes (9)		
		1	Tape (7)		
		2	Printers		
		1	CD Reader		
		4960KB	Disk		

*EXPLAIN HOW COMPUTED 3 month average for Jan, Feb and March, excluding print and punch back-up time, as recorded by Burroughs EDP Time and Analysis Billing System.

Headquarters, First US Army
(INSTALLATION)

DPI # A100

0266
(SYS CODE)

Army Authorization System
(SYS TITLE)

The Authorization Document System (TAADS)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for maintaining Tables of Distribution and Allowances (TDA) and Modified Tables of Distribution (MTDA) for First US Army activities and for the forwarding of applicable changes to HQ CONARC.	a. MOS Master Magnetic Tape File.	HQ CONARC	As Required		MOS Master List	As Required		DCSOT, AHABC-FD	AR 310-49, CON Suppl 1 to AR 310-49	DCSOT AHABC-FD
	b. Nomenclature Master Magnetic Tape File.	HQ CONARC	As Required		Nomenclature Master List	As Required		DCSOT AHABC-FD		DCSOT AHABC-FD
	c. DA Forms 2952 and 2953	DCSOT	As Required		Edit Error List and Error Cards	As Required		DCSOT AHABC-FD		DCSOT AHABC-FD
	d. Header Cards Trigger HDR	DCSOT	As Required		Transaction Register	As Required		DCSOT AHABC-FD		DCSOT AHABC-FD
	e. Cards	DCSOT	As Required		TDA/MTDA Documents on 2952-2953, DA Forms or 1413 paper.	As Required		DCSOT AHABC-FD		DCSOT AHABC-FD
	f. Approval Header Cards	DCSOT	As Required		AUTODIN Tape	As Required		DCSOT AHABC-FD		DCSOT AHABC-FD
	g. TDA/MTDA Magnetic Tape Transactions	HQ CONARC	As Required		AUTODIN Log	As Required		DCSOT AHABC-FD		DCSOT AHABC-FD
					TDA/MTDA Log	As Required		DCSOT AHABC-FD		DCSOT AHABC-FD

Headquarters First US Army
(INSTALLATION)

DPI # A100

0266 (CODE) Army Authorization System (SYS TITLE)

The Authorization Document System (TAADS) (Cont)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
					TDA Approved Documents on DA Forms 2952 and 2953	As Required		DCSOT AHABC-FD		DCSOT AHABC-FD
					TDA/MTDA Master File List	As Required		DCSOT AHABC-FD		DCSOT AHABC-FD
					TAADS Master File Log Extract	As Required		DCSOT AHABC-FD		DCSOT AHABC-FD
					S-T-U Authorized Strength Cards	As Required		AG AHAAG-BA		AG AHAAG-BA

C-IV-D-33

ANNEX D - COMMUNICATIONS

1. The Office, Deputy Chief of Staff, Communications-Electronics exercises radio frequency management controls, supervises the Military Affiliated Radio System (MARS) program, supervises FUSA communication construction and operations, exercises administrative control of commercial communications, and supervises operations of audio-visual support centers and photographic facilities within the FUSA area. The office also exercises control over the FUSA Telecommunication Center. The DCSC-E is Program Director for Primary Program 3-Communications-STARCOM (NON-DCS), Program Element 393111 and Base Operations Key Account-H 2000. (See inclosure 2)

2. Considerable support of the Reserve Component units is furnished by the ODCSC-E. For example: communications-electronics organization readiness and training of the Reserve Component units and personnel. This support consists of coordinating levies of personnel and equipment for exercises; site support and training is extensive. Consultant service is furnished to the District Engineer. Allocation of call frequency sign words; review of Signal Operation Instruction (SOI) is also provided the Reserve Components. Administrative services, to include contracts for local communication services and facilities from commercial companies, are provided Air Defense Installation Corps of Engineers, DCAS, DCAR. The ODCSC-E audits and processes ARADCOM and US Army Third Recruiting District Communication Services invoices for payment.

3. The communication environment at all CONUSA is shown at Tab C. Utilization rates are particularly significant at all locations because the percentage ranges from a low of 13 to a high of 28%. Based on this information, considerable latitude exists to respond to new requirements if communication flow lines change or if traffic volume becomes concentrated at one location. Today the capability of AUTODIN is not taxed handling CONUSA traffic at all locations in a timely and effective manner.

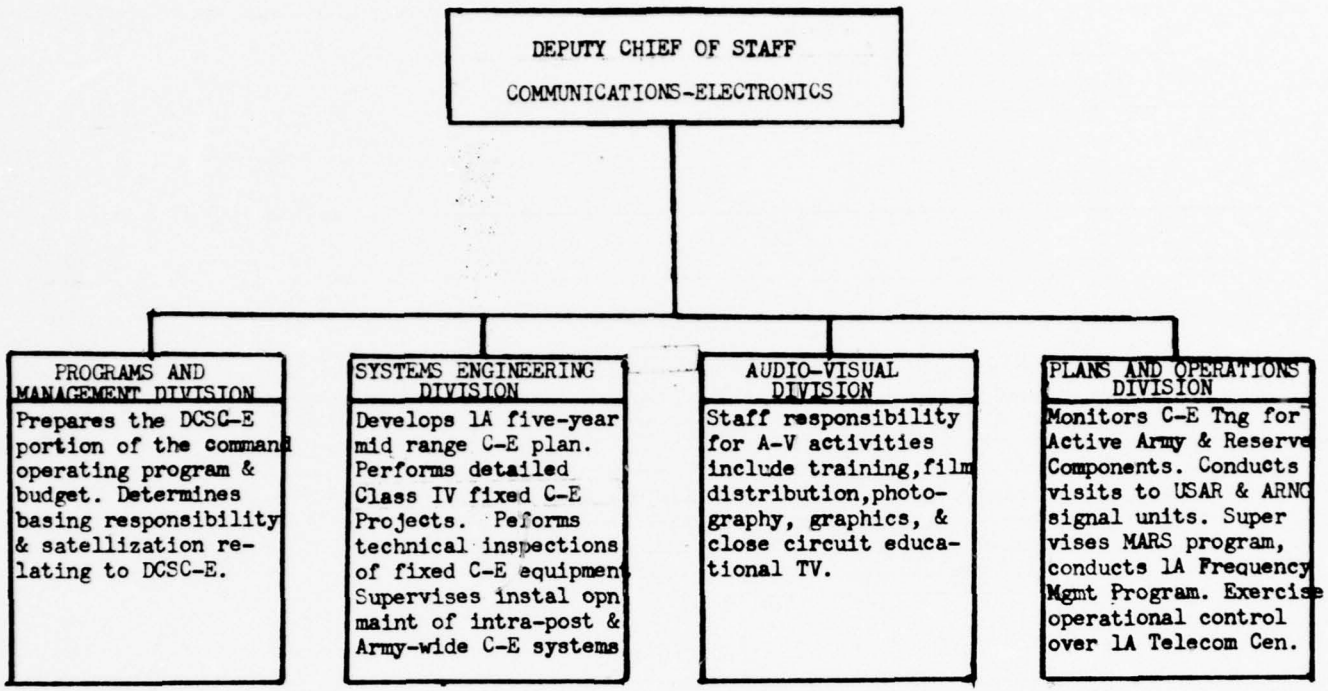
4. In order to portray the environment that will exist in the future if certain events, such as the creation of new commands, reductions of management CONUSA functions, and different communication flow between organizational elements, occur, a means of identifying this new mix of data flow must be simulated in the AUTODIN System. The only means of capturing this data and developing a traffic matrix was to translate FUSA Computer System applications input and outputs into line blocks (cards) that were presently being transceived. By identifying other CONUSA system applications with those of FUSA, it was established that by extrapolation a representative reorganization could be established. Refer to Appendix V for more detail.

5. The data compiled from Tab E, Appendix V, will be analyzed to determine if and what enhancements will be required during the period 28 April - 3 May 1972. However, indications are that AUTODIN can support any of the three organization concepts.

Incl
1. Organization
2. Communication-Electronics
3. Communication Resources

Appendices
I - Program Management Division
II - Systems Engineering Division
III - Audio-Visual Division
IV - Plans and Operations Division
V - Traffic Analysis

HEADQUARTERS, FIRST UNITED STATES ARMY



Incl 2

DEPUTY CHIEF OF STAFF, COMM - ELECTRONICS

DCS COMM - ELECTRONICS		
O 2 / 2	E 2 / 1	C 1 / 1

SYSTEMS ENGR		
O 0 / 0	E 1 / 1	C 21 / 15

PROG & MGT		
O 0 / 0	E 0 / 0	C 3 / 2

PLANS & OPS		
O 5 / 4	E 2 / 2	C 7 / 6

AUDIO-VISUAL		
O 0 / 0	E 1 / 1	C 11 / 8

COMM CONST DIV		
O 0 / 0	E 0 / 0	C 13 / 12

TCC		
O 3 / 3	E 30 / 28	C 28 / 26

FT HOLABIRD TCC		
O 1 / 1	E 8 / 4	C 6 / 3

COMML COMM		
O 0 / 0	E 0 / 0	C 4 / 4

MARS		
O 0 / 0	E 3 / 3	C 1 / 1

Incl 3

COMMUNICATION RESOURCES

Communications-Electronics

CONTINENTAL UNITED STATES ARMIES

TYPE TERMINAL	LOCATION	EQUIPMENT			UTILIZATION AND COST		
		SWITCH	ROUTING INDICATOR	EQUIPMENT	BAND RODE	LEASE COST	PERCE UTILIZATION
Autodin	Ft Sam Houston	Tinker	RUWTNFA	9000.5	2400	$10,937	23
Autodin	Ft McPherson	Albany	RUCCHTA	9000.5	1200	$ 7,434	28
Autodin	Ft Meade	Detrick	RUEOPLA	9000.5	1200	$ 7,384	20
Autodin	Presidio of San Fransico	McClellan	RUWMPHA	9000.5	1200	$ 7,393	13

APPENDIX I - PROGRAM MANAGEMENT DIVISION

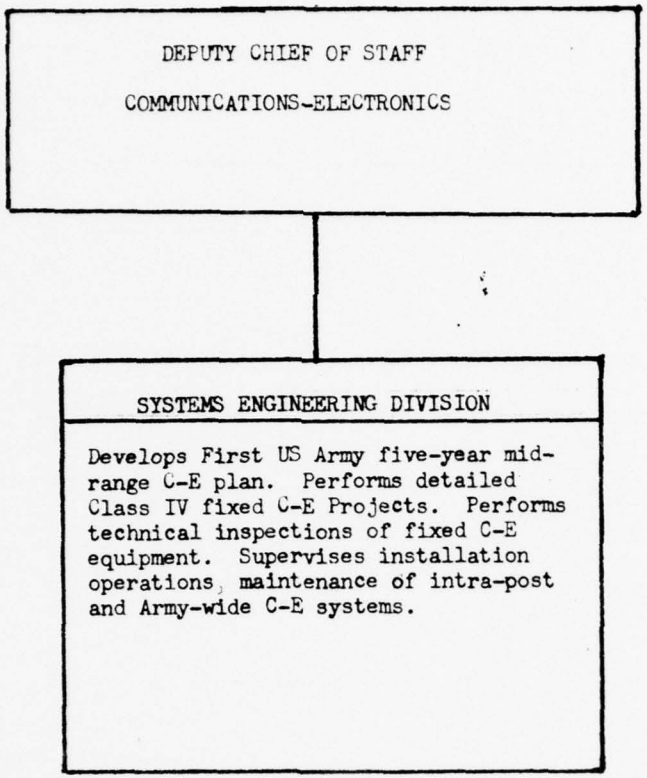
1. This division is manned by two civilians and is responsible for preparing the DCSC-E portions of the COP and COB. It distributes and manages resources, both manpower and funds including TDY applicable to the DCSC-E and also TDA changes and adjustments in personnel relating to installations and activities within FUSA. This division also determines basing responsibilities and satellization and reviews support agreements in this area relating to DCSC-E. (See Tab A).

2. In this functional area the CONUSA does not impose any workload on its installations, but does represent them in budget matters, the TAADS Program and the Army Resources Conservation Program. In the budget area that portion of the DCSC-E budget which is forwarded to CONARC and DA is provided by this Division.

3. The aforementioned observation is further substantiated by the fact that there is no report flow between the installations, CONARC, and DA in this functional area.

Tab
A - Organization Chart

HEADQUARTERS, FIRST UNITED STATES ARMY



D-I-A

APPENDIX II - SYSTEMS - ENGINEERING DIVISION

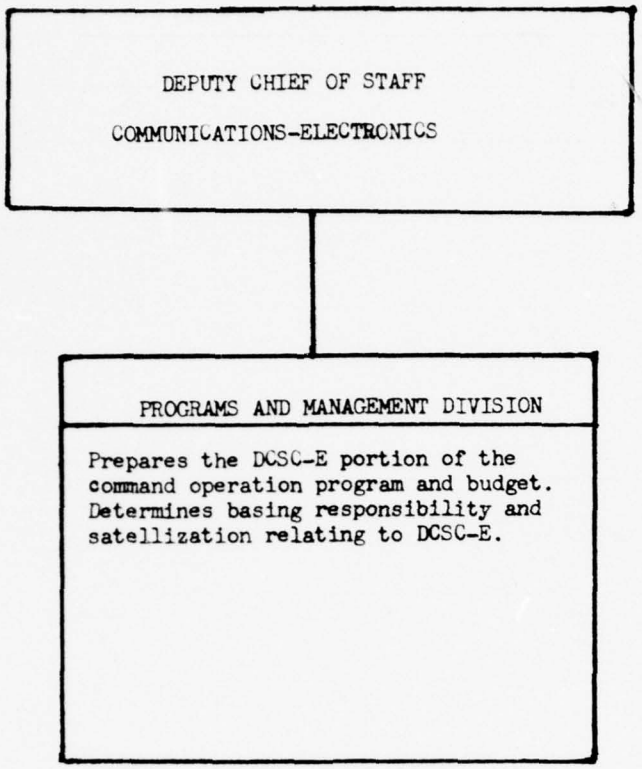
1. This Division develops, coordinates, and publishes FUSA Five Year Mid-Range Communications-Electronics Plan. Detailed engineering of Class 5 fixed communications-electronics projects is performed for Class I and II installations as pertains to telephone, radio-electronics, teletype data, and TV systems. Supervision of the installation, operation and maintenance of intra-post and Army-wide fixed communications-electronic system is conducted with follow-on periodic technical inspections to insure operational and mobilization readiness. To accomplish these tasks a total of 16 personnel are assigned with the bulk of these personnel composing the Communication Construction Unit.

2. In addition to the above, this Division is responsible for conducting command cryptographic inspections and furnishes consultant services to District Engineers (Corps of Engineers). (See Tab A)

3. The Telephone Activity Report at Tab B, which is submitted monthly to CONUSA by the installation commanders, is essential for efficient engineering and supervision of Government-owned and commercial-leased communications. CONUSA derives the only tangible management benefits from the creation of this report; however, by using this information at FUSA, rehabilitation or expansion of communication facilities can be achieved at the installation level with the inherent improved operational benefits.

Tabs
A - Organization Chart
B - Reports Collection Form

HEADQUARTERS, FIRST UNITED STATES ARMY



CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSC-E
DIVISION Systems Engineering
BRANCH
SECTION

DATE OF INTERVIEW 18 April 1972

FUNCTIONAL AREA(S)

NAME OF INDIVIDUAL CONTACTED Mr. R. Lance

PHONE # 3826

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
Telephone Activity	AHACE-2	X		DC-E	1A Reg 105-3	Yes	No	Yes	

D-II-B

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
validated	No	No	Yes	No		1A	5	4	5	Processing report is informal. Report furnishes information on effectiveness an utilization of telephone systems.

CONUSA Survey (cont)

(r) CONARC Disposition
Processing report is informal - report furnishes information as to effectiveness and utilization of installation telephone systems.
Furnishes cognizant engineers progress information; i.e., status of supplies, % construction completed. Engineer's comments included in repor fwd to CONARC.
opy forwarded to CONARC.
ent direct to DCA.
lanning purposes and forwarded to DA.
repared 104 STRATCOM and forwarded to CONUSA for review and correction. Used by CONARC for Budget input.

D-II-B-3

APPENDIX III - AUDIO-VISUAL DIVISION

1. This division has staff responsibility for Audio-Visual activities, including training film distribution, photography, graphics, and requirements for closed circuit educational television (see Tab A).

2. The CONUSA, by exercising technical control over Audio-Visual Support Centers and Photographic facilities at Class I and II installations, are able to recommend to DA discontinuance or reclassification of these centers or facilities.

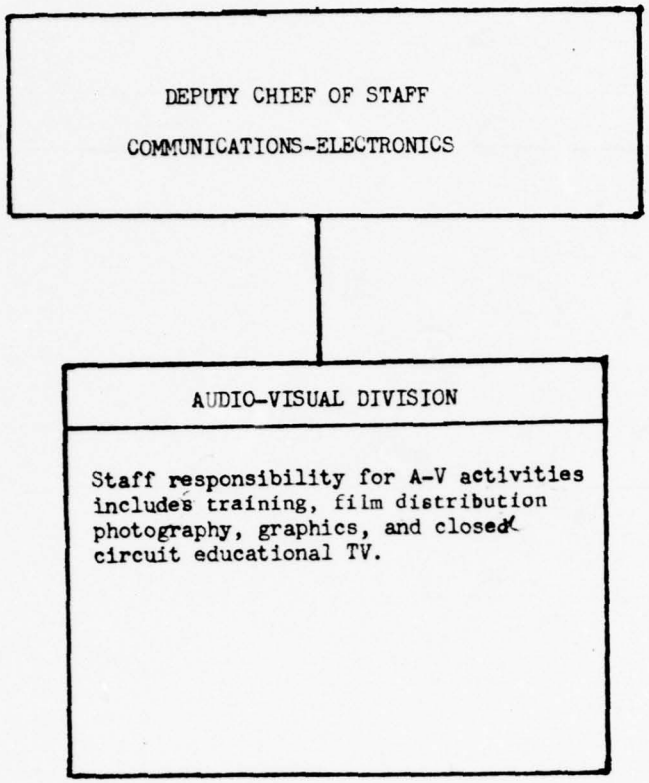
3. The division also reviews Tables of Distribution and Allowance (TDA) or Modifications of Tables of Distribution and Allowance (MTDA) to insure that the equipment at these centers and facilities is realistic and justified at each installation.

4. An installation (component) CONUSA interface is established through the medium of visits. For example, at least once each year visits are made to all Reserve Components in the FUSA and MDW to advise appropriate training personnel of the availability and effective use of Audio-Visual media. Liaison visits are made to Class I and II installations to discuss pictorial problems and recommend solutions.

5. The list of reports is at Tab B. The ATIT-158 is directed by DA, flows through the CONUSA and CONARC from the installations. This report provides utilization and cost summarization for budgetary input. DD-DA (A) 115 is directed by CONARC with supplementary direction by a CONUSA letter. This report reviews DA films for the purpose of removing obsolescent film from the inventory. CSCCE-244 establishes the Audio-visual data base for DA. The report flows directly to DA with an intermediate stop at the CONUSA. It provides DA with an up-to-date inventory of its Audio-Visual resources with subsequent benefits to the Class I installations.

Tabs
A - Organization Chart
B - Reports Collection Form

HEADQUARTERS, FIRST UNITED STATES ARMY



CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSC-E
DIVISION Audio-Visual
BRANCH
SECTION

DATE OF INTERVIEW 10 April 1972

FUNCTIONAL AREA(S) Television

NAME OF INDIVIDUAL CONTACTED Mr. J. Dickson

PHONE # 3333

(a) Title/Name of Report	(b) RCS	(c) m	(c) s	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
(1) Television Production Utilization & Cost Summary	ATIT 158	X		OACSC-E	AR 108-40	No	No	No	DA is proponent
(2) Review of obsolecent DA Film	DD-PA (A 1115	X		CONARC	Ltr, 14Oct71	No	No	Yes	
(3) Audio-visual Data Base	CSCCE 244	X		OACSC-E	AR 108-1	No	No	Yes	Corrections

CONUSA Survey (cont)

	(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
			Disposition					Personnel			
	Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
(1)	Reviewed	Yes	No	No	CONARC	Same as B	Users	12	12	9	
(2)	Reviewed	No	No	No	CONARC	Same as B	Class I	2	2	2	
(3)	Reviewed	Yes	No	No	CONARC	Same as B	Class I	8	8	5	

CONUSA Survey (cont)

(r) CONARC Disposition
ort Eustis is receipient of this eport and not CONARC.
viewed to decrease inventory and o maintain up-to-date library of
eviewed for validated Data Base ontrolled by DA.

Survey

APPENDIX IV - PLANS AND OPERATIONS DIVISION

1. The Plans and Operations Division performs both management and operations functions. There are five significant subfunctional areas for which this division is responsible. The subfunctions are Training, Military Affiliated Radio System (MARS), Frequency Management, the FUSA Telecommunications Center and Commercial Communications. To accomplish these tasks the division is organized along the aforementioned functional lines. A total of 75 personnel are assigned. Of this total, 57 of these personnel are assigned to the telecommunications center. Tabs A, B, and C depict the organization of the Plans and Operation Division and the Telecommunications Center.

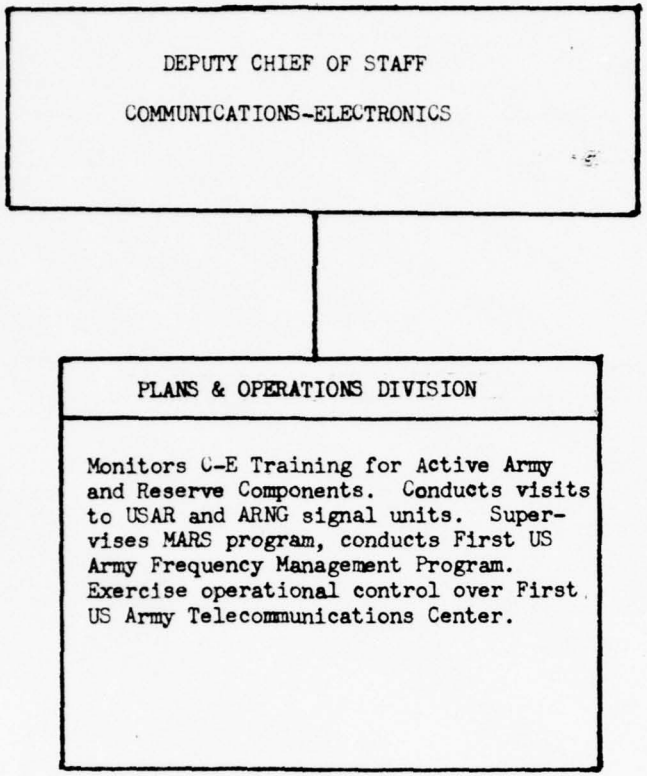
2. The Plans and Operations Division evaluates tactical communications systems. It monitors the communications-electronics organization readiness and training of Active Army and Reserve Component units and individuals. Tabs D and E depict the staff visits and signal units of the Active Army and Reserve Components that are supported. It conducts the FUSA Frequency Management Program, assigns and allocates radio call signs/words; supervises and coordinates establishment of new cryptographic accounts; and contracts for local communications services and facilities from commercial companies.

3. The Tabs F and G portray equipment used and the traffic volumes that the Telecommunications Center transceives on a monthly basis.

4. There are a total of five reports, all of which are directed by Army Regulations. A sixth report, the only one which is automated, is identified by system Code 0217, subject: Listing and Address Labels for FUSA Military Affiliated Radio System (MARS) members. This mechanized method for updating MARS master card file and producing output listing and address labels of all MARS personnel in the FUSA area is an effective and time saving method of monitoring member standing and the current status of an individual operating license. The manual reports are beneficial above the CONARC level and serve the interest of the office of Telecommunication Policy, ASD, JCS, and DA.

Tabs
A - Organization Chart
B - Organization/Manning Chart (Telecommunications Center)
C - Functional Chart (Telecommunications Center)
D - Staff Visits Chart
E - List of Supported Units
F - Automatic Digital Network
G - Flow Chart
H - Reports Collection Form

HEADQUARTERS, FIRST UNITED STATES ARMY



ORGANIZATION/MANNING CHART

FIRST US ARMY TELECOMMUNICATIONS CENTER

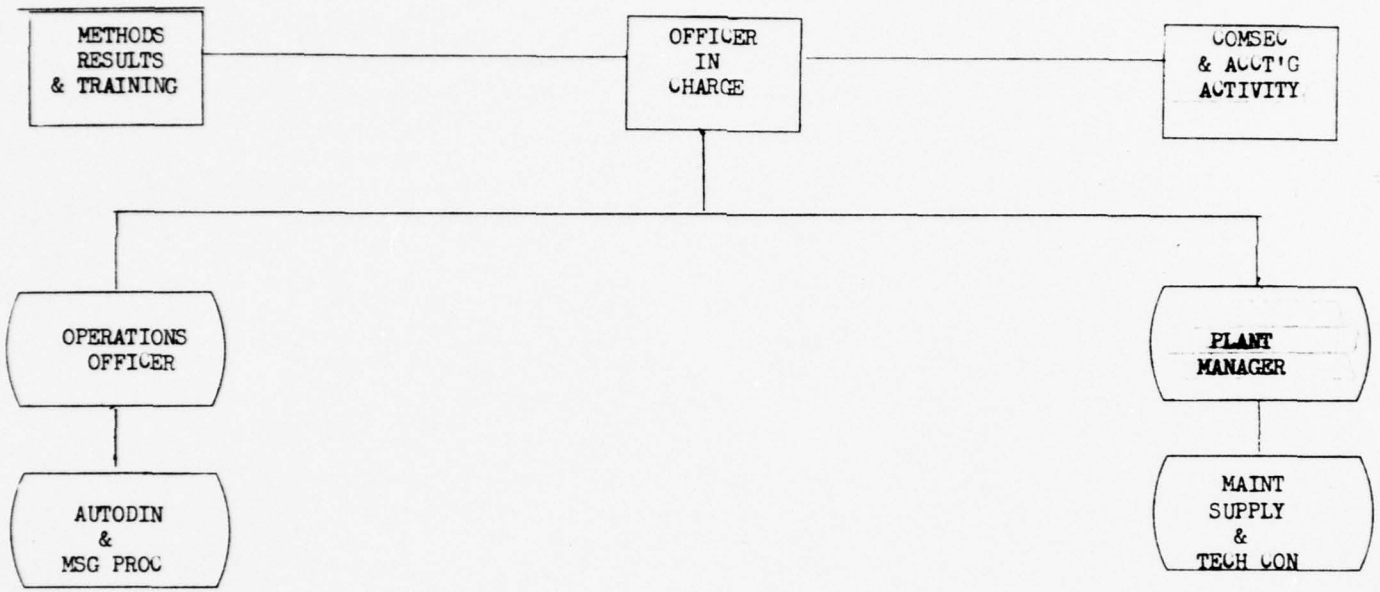
PAR 10A - OFC OF THE CHIEF			AUTH
1	CPT	OFFICER-IN-CHARGE	1
1	WO	COMSEC OFF	1
1	E9	STA CHIEF	1
1	E4	TNG SPEC	1
1	GS10	ASST COMM OFF	1
1	GS7	MR&T SUPV	1
1	GS7	CRYPTO CUST	1
2	GS5	MR&T CLERK	1
1	GS4	CLERK STENO	1

PAR 10B - OPNS DIV			AUTH
1	LT	OPNS OFF	1
2	E6	CONSOLE OPR	2
5	E5	DATA COM EQ OPR	5
3	E5	ADMIN SPEC	3
10	E4	DATA COMM SPEC	9
1	GS9	SECT CHIEF	1
4	GS7	SHIFT SUPV	4
2	GS6	CONSOLE OPR	2
9	GS5	GEN COM EQ OPR	8
1	GS5	MSG DISTR CLK	1
1	GS4	MSG DISTR CLK	1

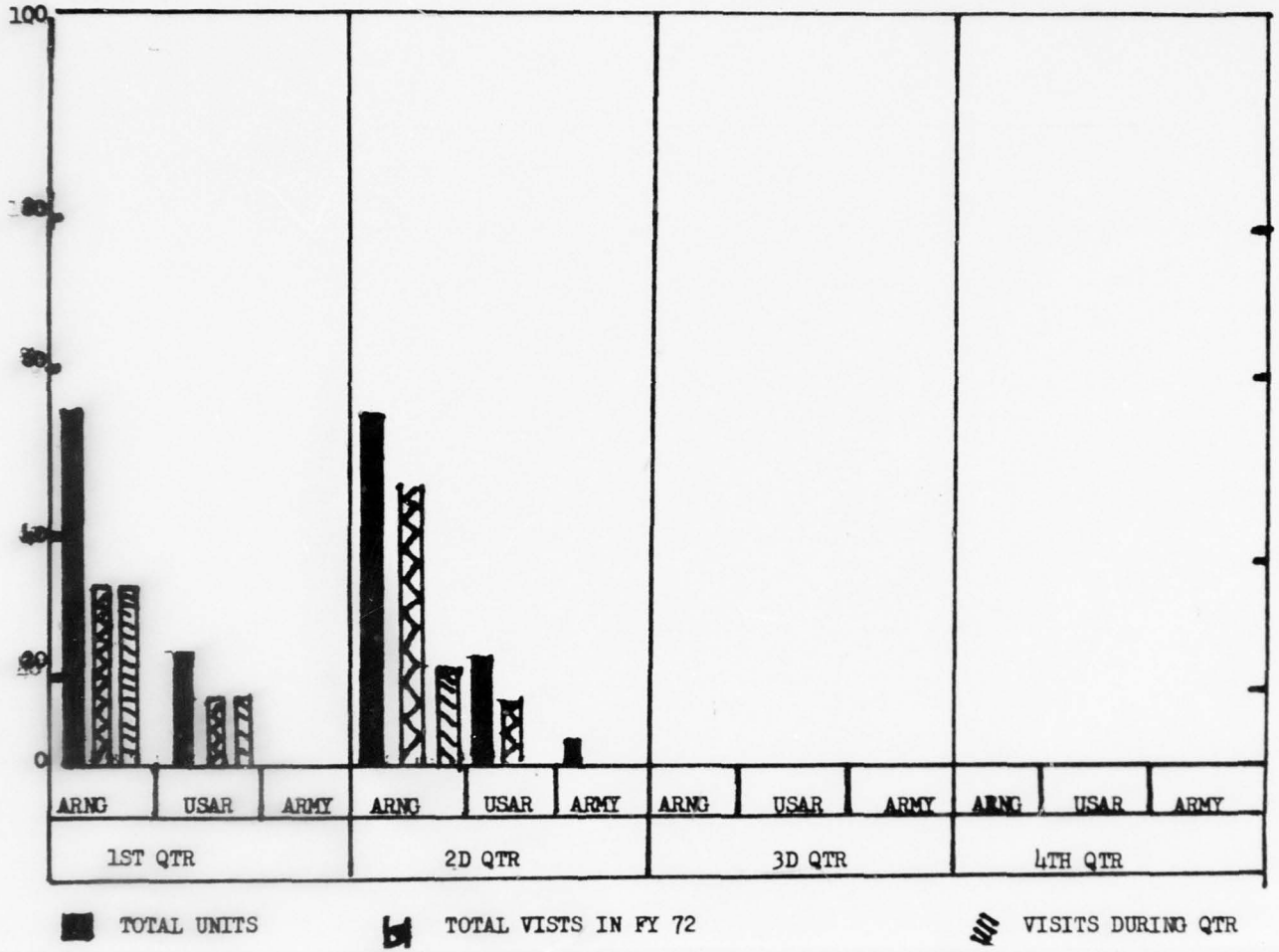
PAR 10C - PLANT BR			AUTH
1	WS10	CHIEF	1
1	E7	FXD CRYPT RPM SUPV	1
1	E5	FXD CRYPT RPM	1
3	E5	FXD CIPHONI RPM	2
1	E5	GEN COMSEC RPM	1
1	E5	SUPPLY SPEC	1
1	E5	EL EQ INSTL RPM	1
2	WG11	COM EQ INSTL RPM	2
1	WG 2	JANITOR	1

	STRENGTH RQR	AUTH
OFF	2	2
WO	1	1
ENL	30	28
CIV	28	26
TOTAL	61	57

FUNCTIONAL CHART
FIRST US ARMY TELECOMMUNICATIONS CENTER



STAFF VISITS TO SIGNAL UNITS
ACTIVE ARMY, ARNG AND USAR



SUPPORTED RESERVE COMPONENT, NATIONAL GUARD, AND ACTIVE ARMY UNITS

Active Army

10th SF GP Signal Company
235th Signal Detachment
414th Signal Company
416th Signal Company

United States Army Reserve

Co G (SIG) Special Forces
HHD 98th Signal Battalion
HHD 99th Signal Battalion
Co A 99th Signal Battalion
Co B 99th Signal Battalion
Co C 99th Signal Battalion
Co D 99th Signal Battalion
305th Signal Company
HHD 359th Signal Group
558th Signal Company
692d Signal Company
812th Signal Company
2361st Signal Company
2362d Signal Detachment
2363d Signal Detachment
831st Signal Company

Army National Guard

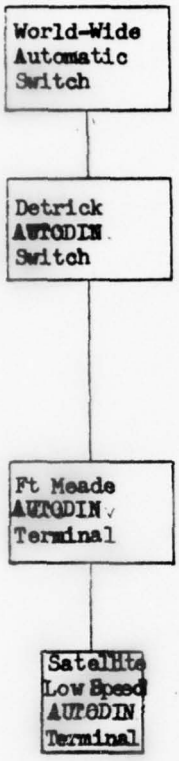
23d Signal Platoon
HHD 28th Signal Battalion
Co A 28th Signal Battalion
Co B 28th Signal Battalion
Co C 28th Signal Battalion
37th Signal Company
38th Signal Platoon
HHD 101st Signal Battalion
Co A 101st Signal Battalion
Co B 101st Signal Battalion
Co C 101st Signal Battalion
Co D 101st Signal Battalion
107th Signal Company
HHD 109th Signal Battalion
Co A 109th Signal Battalion
Co B 109th Signal Battalion
Co C 109th Signal Battalion
Co D 109th Signal Battalion
121st Signal Company
Co A 126th Signal Battalion
Co B 126th Signal Battalion
Co C 126th Signal Battalion
172d Signal Company
HHD 187th Signal Group
198th Signal Company
HHD 198th Signal Battalion
Co A 198th Signal Battalion
Co B 198th Signal Battalion
Co C 198th Signal Battalion
Co D 198th Signal Battalion
227th Signal Company
HHD 242d Signal Battalion
Co A 242d Signal Battalion
Co B 242d Signal Battalion
Co C 242d Signal Battalion
243d Signal Company
243d Signal Platoon
250th Signal Battalion
Co A 250th Signal Battalion
Co B 250th Signal Battalion
Co C 250th Signal Battalion
HHD 261st Signal Command
HHD 280th Signal Battalion
199th Signal Company, 280th Signal Battali
200th Signal Company, 280th Signal Battali
299th Signal Platoon
745th Signal Company
2198th Signal Platoon
2199th Signal Platoon

Active Army	4
USAR	16
ARNG	50
TOTAL	70

AUTOMATIC DIGITAL NETWORK

(AUTODIN)

CAPABILITY AT FT MEADE



EQUIPMENT

UNIVAC Card/Paper Tape Magnetic Tape DCT 9000

UNIVAC Central Processor 418 Model 2

UNIVAC 1710 Verifier/Interpreter/Punch

TRANSLATION OF AUTOMATED SYSTEM DATA

FUNCTIONAL AREA : TELECOMMUNICATIONS CENTER

FLOW INTO COMMUNICATIONS STATISTICS

SYSTEM CODE	TITLE	INPUT DATA			OUTPUT DATA		
		AVE MONTHLY VOL (line blk)	SOURCE(S)	MEDIA	AVE MONTHLY VOL (line blk)	ADDRESSES	MEDIA
NOT APPLICABLE	LOGISTICS	16,746 42,615	NOT APPLICABLE	Card Paper Tape	12,370 7,505	NOT APPLICABLE	Card Paper Tape
	OPERATIONAL TRAINING	5,514 6,023		Card Paper Tape	17,884 30,268		Card Paper Tape
	PERSONNEL	64 62,682		Card Paper Tape	780 8,589		Card Paper Tape
	MEDICAL	13,309		Paper Tape	3,334		Paper Tape
	INTELLIGENCE	16,424		Paper Tape	214		Paper Tape
	COMPTROLLER	8,016 10,886		Card Paper Tape	1,153 6,804		Card Paper Tape
	FIRST ARMY DPC	95,921 101,958		Card Magnetic Tape	24,420 423,433		Card Magnetic Tape

D-IV-G

COMMO FORM 1

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSC-E
DIVISION Plans & Perations
BRANCH
SECTION

DATE OF INTERVIEW 18 April 1972

FUNCTIONAL AREA(S) Telecommunications

NAME OF INDIVIDUAL CONTACTED Mr. R. Schultz

PHONE # 2055

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
Communications Discipline Program	CSCCE-226	X		Director C-E	AR 105-10	No	No	No	DA unique AR 105-10 specifies RPTG req
MARS Participation Rpt (1AA 187)	SIG-81 (R2)	X		AHACE-PT *DCSDE, IA*	AR 105-72	No	No	No	Prepared by 1A fwd directly to DA

D-AV-H

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
	Yes	Yes	No	CONARC	CSCOE-226	DA		3		
To monitor 1A MARS Participation	Yes	Yes	No	DA		HQ, 1A		3		Report is typed by volunteer MARS member because the 1A MARS clerk/typist slot is recognized but not authoriz

D-IV-H-2

CONUSA Survey (cont)

(r) CONARC Disposition
Fort Eustis is receipient of this report and not CONARC.
Reviewed to decrease inventory and to maintain up-to-date library of film.
Reviewed for validated Data Base Controlled by DA.

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE DCSC-E
DIVISION Plans & Operations
BRANCH
SECTION

DATE OF INTERVIEW 18 April 1972

FUNCTIONAL AREA(S) Frequency Management

NAME OF INDIVIDUAL CONTACTED Mr. R. Sheridan

PHONE # 2126

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
(1)	Reporting Meaconing, Intrusion Jamming, and Interference of Electromagnetic Systems	JCS-1066 (Min)	X		Individual	AR 105-3	No	No	No	Joint Effort World Wide
(2)	Electronic Equipment Environment Data	CSCCE-216	X	X	Installation	AR 105-67	No	No	No	Joint Effort World Wide
(1)	Army Electromagnetic Spectrum Usage Report	OTP-1001		X		AR 105-63	No	No	No	*

D-IV-H-4

CONUSA Survey (cont)

	(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition						Personnel			
	Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
(1)					AFSPECOM CEN Kelly AFB TX				1		Individual experiencing MIJI is resp for reporting. The unit or facility will conduct an initial investigation to determine if locally generated by coordinating with collocated units. When satisfied MIJI was originated by externa source, must report in prescribed f t to AFSPECCOMCEN, Kelly AFB, TX. I copies are furnished 1st Army, CONARC within 24 hours from initial incident.
2)	Review	ECAC Annapolis MD	NO	NO	ECAC Annapolis Md	Installation prepares initial report using DD Form 1374. Forwards thru 1st Army to ECAC as input data to computer. ECAC makes initial run of data in computer printout called X-1 Which is returned thru 1st Army to unit for verifica tion and return to ECAC.			1		
(1)		ACSCE DA			ACSCE DA	Sames A & B	DA ACSCE		1		The office of Telecom policy execut office of the Pres has directed all t agencies to report freq usage data in accordance with Annex C of the manual of regulations & procedures for radio freq mgmt. DOD directive 4650.1 establish policy & procedures for mgmt of the radi freq spectrum within DOD. Computer printouts of certain freq which req rpt are received at 1A from DA ACSCE. The rpts are sent to using instal for annotation of usage data and returned to DA thru 1A.

D-IV-H-5

CONUSA Survey (cont)

(r) CONARC Disposition
CONUSA not involved Direct to Navy
Direct to DA, No intermediate processing
Army to DA dispatched

APPENDIX V - TRAFFIC ANALYSIS

1. Today's traffic at CONUSA has been identified by functional area. However, with the proposed reduction of management functions at CONUSA, the reorganization, and changes in traffic flow, the appearance of a new traffic profile was a foregone conclusion. In view of this fact a method of identifying and building a traffic matrix became mandatory. It appeared that if the MISO at FUSA could translate computer applications into electrical traffic that was transceived, and further, that this analysis product could be extrapolated to other CONUSA then the identification of data flow due to reorganization could be realized.

2. A form, subject: Current Data Systems, was developed and provided the MISO. These completed forms, attached as Tab A, define the input and output data by media, volume in line blocks (cards), source, and distribution. In addition, the volume column is coded to reveal if output is mailed, transceived or distributed within FUSA.

3. An in-depth analysis will be undertaken between 24 April - 5 May 1972 to determine what communication upgrade action might be required.

Tab
A - Current Data System Form

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/ OF SYST TIME US
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0218	National Guard Troop Program Listing	Tape	1600 (M)	DCSRF (AHARF-RO)	Print Lines	4000 (M)	DCSRF (AHARF-RO)	Monthly	15 mins	1

NOTE: DCSRF receives input tape from RCPAC by mail, and handcarry to DPA for processing.

D-V-A

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	43KD	24958 KB 1 1	Disk Tape (7) Printer		See Attached Sheet

*EXPLAIN HOW COMPUTED

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0053	Army Aviator Status Report	Cards	3000 (I)	DCSOT	Print Lines	6500 (M)	DCSOT	Monthly	10 mins	2 min

D-V-A-2

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	26KD	1 640KB 1	Card Reader Disk Printer		See Attached Sheet

*EXPLAIN HOW COMPUTED

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0020	Retired Personnel	Tape	80000 (M)	USA PERSINCOM	Print Lines	80000 (M)	AG (AG-P)	Semi-annual (as req)	210 mins	86 min

NOTE: Input received monthly, output generated semi=annually and "as required" basis.

D-V-A-3

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	30KD	1 19200 KB 1 1	Tape (7) Disk Printer Card Reader		See Attached Sheet

*EXPLAIN HOW COMPUTED Does not include back-up print time.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0135	US Army DPA Actual, assigned and authorized strength	Cards	105 (I)	DPA	Print Lines	1400 (I)	DPA	Semi-monthly	8 mins	13 min

D-V-A-4

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	24KD	1 160KB 1	Card Reader Disk Printer		See Attached Sheet

*EXPLAIN HOW COMPUTED

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

XS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0217	Listing and Address Labels for First US Army Military Affiliated Radio System (MARS) Members	Cards	3000 (I)	DCSCE	Print Lines	3000 (I)	DCSCE	Monthly	16 mins	17 min
					Print Lines	12000 (I)	" "	Quarterly	16 mins	17 min

D-V-A-5

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	30KD	1	Card Reader		See Attached Sheet
		1	Printer		
		2240KB	Disk		

*EXPLAIN HOW COMPUTED: 3 month avg for Jan, Feb, and Mar excluding print and punch back-up time, as recorded by Burroughs EDP Time Analysis and Billing System.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: PERSONNEL

1002

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0284	c. Reserve Station and Troop List	Tape RPMF OMF	100000(I) 2000(I)	DPA DPA	Print-Lines " "	5000 (I) 5000 (I) 5000 (I)	DCSRF DCSLOG AG	Monthly	20 MINS	2 MINS

D-A-6

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBAL	32KD	1 1	Tape Printer		See Attached Sheet

*EXPLAIN HOW COMPUTED 3 month average for Jan, Feb and March, excluding print and punch back-up Time as recorded by Burroughs EDP Time and Analysis Billing System.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0284	Annual Statement of Retirement Points	Card (M)	9000	AG (AG-ER)	Card Print Line	36000 (M) 18000 (M)	AG(AG-ER)	Monthly	7920 min	7920 min

D-V-A-7

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
		1	029	PCM Application	See Attached Sheet
		1	059		
		1	084		
		1	188		
		1	519		
		1	557		

*EXPLAIN HOW COMPUTED 3 months average-- obtained from machine utilization report (Jan-Mar)

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0284	Report of Reserve Duty Training (RCS CSRES-17 (R2)	Cards (M)	2300	AG (AC-BR)	Cards Print Lines	2300 (M) 2300 (M)	AG (AC-BR)	Monthly	2400 min	2400 min

D-V-A-8

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
		1	029	PCM Application	See Attached Sheet
		1	059		
		1	084		
		1	188		
		1	407		
		1	557		

*EXPLAIN HOW COMPUTED 3 months average - obtained from machine utilization report (Jan-Mar)

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0284	RCTC Cadet Officer Procurement Cards	Hard copy (M)	100 (M)	AG (AC-C)	Cards	300 (M)	AG (AG-C) (M)	Monthly (as req)	210 min	210 min

D-V-A-9

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
		1 1	029 059	PCM Application	See Attached Sheet

*EXPLAIN HOW COMPUTED 3 months average- obtained from Machine Utilization Report (Jan-Mar)

CURRENT ADP SYSTEMS

FUNCTIONAL AREA:

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0284	e. USAR Locator Listing	Tape RPMF	100000(I)	DPA	Print-Lines a. NAMF SEQ	496000(I)	AG-B	Monthly (TWO Times)	604 MINS	409 MINS
					b. UICSEQ	297000 (I)	AG-B	Monthly	380 MINS	
					c. ARCOM/ GOCOM SEQ	297000 (I)	AG-B	Bi-monthly	380 MINS	

D-V-A-10

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	60KD	8 1 1	Tapes Disk Card Reader Printer		See Attached Sheet

*EXPLAIN HOW COMPUTED 3 months average for Jan, Feb and March, excluding print and punch back-up time as recorded by Burroughs EDP Time and Analysis Billing System.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: PERSONNEL

1002

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0284	d. Reserve Units Register	Tape OMF	2000 (I)	DPA	Print-Lines	12000 (I)	(Various Staff Sections, HQ 1st Army)	Monthly	20 MINS	1 MIN
						6000 (M)	Various HQ, Other than First Army)	"		

D-V-A-11

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	32KD	1 1	Tape Printer		See Attached Sheet

*EXPLAIN HOW COMPUTED 3 month average for Jan, Feb and March, excluding print and punch back-up time as recorded by Burroughs EDP Time Analysis Billing System.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/ OF SYST TIME USE
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0335	Personnel Line Item Requisition System Grade E-6 & Below	Cards	200	AG-B	Cards Print Lines	200 (I) 200 (I)	AG-B	Monthly	38 min	30 min
335	Enlisted Personnel Requisition System E-7 to E-9	Cards	100	AG-B	Cards Print Lines	100 (I) 100 (I)	AG-B			

D-V-A-12

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	30 KD	1 1 1 1 128OKB	Punch Printer Reader Tape (9) Disk		See Attached Sheet

*EXPLAIN HOW COMPUTED: 3 month avg for Jan, Feb, and Mar, excluding print and punch back-up time as recorded by Burroughs Time Analysis and Billing System.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/M OF SYSTE TIME USE
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0335	Officer/Enlisted Strength Audit	Tape	110000(I)	FUSA, DPC	Tape	90000 (A)	HQ, DA via Autodin	Three times a year	85 mins	85 mins
		Tape	30000 (A)	HQ, DA	Cards	5000 (I)	AG-B			
					Print Lines	10000 (I)	AG-B			

D-V-A-13

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	80KD	5	Tape (9)		See Attached Sheet
		1	Printer		
		1	Punch		
		13800	KB Disk		

*EXPLAIN HOW COMPUTED: Estimated. No computer time used during Jan, Feb, and Mar, the months used for computing avg hrs.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/ OF SYST TIME USE
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0336	Off and Warrant Off Assignment Cards Instructions		1000 (A)	DA, CPO-OPD	Print Lines	1000 (I)	AG-B	Daily	3 mins	31 mins

D-V-A-14

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	28 KD	1 1	Reader Printer		See Attached Sheet

*EXPLAIN HOW COMPUTED: 3 month avg for Jan, Feb, and Mar excluding print and punch back-up time, as recorded by Burroughs EDP Time and Analysis Billing System.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/M OF SYSTE TIME USE
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
335	AWOL Statistical Report	Cards	1500 (I)	AG-B	Print Lines	1500(I)	AG-B	** Daily	30 mins	420 mins
335	Balancing & Converting Daily AWOL Cards	Cards	500 (I)	FUSA, DPA	Print Lines	500 (I)	AG-B	Daily	15 mins	330 mins
					Cards	500 (I)	AG-B			
335	DTR Suspense Roster	Cards	100 (I)	AG-BA	Print Lines	100 (I)	AG-BA	Monthly	360 mins	400 mins

D-V-A-15

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	See Attached Sheet
		QTY	TYPE	PCM Application	
		1	Reproducer	** Processed 12 times a month	
		1	407		

*EXPLAIN HOW COMPUTED 3 month avg for Jan, Feb, and Mar obtained from Machine Utilization Records.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/M OF SYSTE TIME USE
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0335	Alphabetic Personnel Master File Listings	MAG-Tape	105000 (I) records	FUSA, DPA	Print	155000(I)	AG-B	Monthly	115 min	90 min
0335	Monthly Status Records for STRATCOM	MAG-Tape (I)	** See Below	FUSA, DPA FUSA, DPA	Cards-	2000 (M)	CG, USASTRAT CCM ATTN: SCC-PER=PM Ft Huachuca,AR	Monthly		
0335	Roster of WAC Enlisted Pers	MAG-Tape (I)	" " " " "	FUSA, DPA	Print Lines	2000(I)	DCSPER AHABA-W	Monthly		
0220	Roster of Southeast Asia Returnees	MAG-Tape (I)	" " " " "	FUSA, DPA	Print Lines	1000 (I)	Surgeon's Off AHAME-PM	Monthly		

D-V-A-16

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	44KD	1	Printer	** The same programs and input are used for these applications.	See Attached Sheet
		2	Tape (9)		
		10600	KB Disk		
		1	Punch		

*EXPLAIN HOW COMPUTED 3 months avg for Jan, Feb, and Mar, excluding print and punch back-up time, as recorded by Burroughs EDP Time and Analysis Billing Systems.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/M OF SYSTE TIME USE
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0335	Alphabetic Listing of Processed Transactions	MAG-Tape (I)	120000	FUSA, DPA	Print Lines	65000 (I)	AC-B	Weekly & Monthly	66 mins 80 mins	19 mins

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
	44KD	1	Printer		See Attached Sheet
		2	Tape		
		10600	KB Disk		
		1	Punch		

(1) 3-month avg for Jan, Feb, and Mar excluding print and punch back-up time, as recorded by Burroughs EDP Time Analysis Billing System.

AD-A047 031 OFFICE OF THE CHIEF OF STAFF (ARMY) WASHINGTON DC MA--ETC F/G 15/5
FUNCTIONAL STUDY OF CONUSA (CONTINENTAL U.S. ARMY) MANAGEMENT.(U)
MAY 72

UNCLASSIFIED

17 OF 20
AD A047031

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/M OF SYSTE TIME USE
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0335 0336	Active Army Personnel Reporting System (Daily) ASMIS	Cards	89523 (A)	AG-B from PASOPS	Cards	6000 (A)	AG-B	** Daily	330 mins	2100 min
		Cards	41905 (I)	AG-B	Print	44000 (I)	AG-B			
		MAG-Tap	82875 (A)	Autodin Terminal	MAG-Tape MAG-Tape MAJ-Tape	132597 (A) 3245 (A) 500405(A)	DA other DPI's BASOPS Instal			
								** Processed 3 times a week		

D-V-A-18

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: PERSONNEL

1002

SYS CODE	TITLE	INPUT DATA MEDIA	INPUT DATA AVG MONTHLY VOLUME	INPUT DATA SOURCE	OUTPUT DATA MEDIA	OUTPUT DATA AVG MONTHLY VOLUME	OUTPUT DATA DISTRIBUTION	FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
0284	a. Roster JA Officers assigned Ready Reserve	Tape a. RPMF b. CMF	 100000(I) 2000(I) Quarterly	DPA	Print-Lines	1500 (M) " " " "	SJA, 1st Army JAG Sch-UNIVVIR TJAG, DA SJA, CONARC SJA, 97th ARCOM	Quarterly	25 MINS	24 MINS
D-V-A-19	b. Roster USAR Chaplains assigned Ready Reserve	"	"	"	Print-Lines	250 (I)	Chaplains, 1st Army	Quarterly		

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION: MAIN MEMORY	PERIPHERALS QTY	PERIPHERALS TYPE	REMARKS
COBOL	31KD	3 1 1	Tapes Printer Card Reader	

PURPOSE OF APPLICATION (SYSTEM)

See Attached Sheets

*EXPLAIN HOW COMPUTED: 3 month average for Jan, Feb and March, excluding print and punch back-up time as recorded by Burroughs EDP Time and Analysis Billing System.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: PERSONNEL

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0284	Reinforcement Fillers for ANACDUTRA	Cards(M)	7900 (M) Annually 100 (I) Annually	AG-(AG-C)	Cards Print-Lines	666 (A) 1,333 (M)	AG-(AG-C)	Anmually	1380 MINS	1380 MINS

D-V-A-20

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		See Attached Sheet
NA	NA	1	029	PMC Application	
		1	056		
		1	059		
		1	084		
		1	188		
		1	407		
		1	519		
		1	557		

*EXPLAIN HOW COMPUTED Estimated on Input Volume. Not run during Jan, Feb and March, the month used for average Hours.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
335	Surplus MOS Report	Cards	200 (I)	AC-B	Print Lines Cards	200 (I) 200 (I)	AC-B	monthly	12 min	7 mins

D-V-A-21

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	23 KD	1 1 1 2400KB	Reader Printer Punch Disk		See Attached Sheet

*EXPLAIN HOW COMPUTED: 3 month avg for Jan, Feb, and Mar, excluding print and punch back-up time ~~as recorded by Burroughs EDP Time Analysis and Billing System~~

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USE
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
283	CONARC Officer Requisition	Cards	1500 (I)	AC-B	Print Lines	1500 (I)	AC-B	Bi-monthly	54 min	12 min
		Cards	400 (M)	CONARC	Cards	400 (M)				

D-V-A-22

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	45KD	1	Card Reader		See Attached Sheet
		1	Printer		
		1	Punch		
		632KB	Disk		
		4	Tape		

*EXPLAIN HOW COMPUTED: 3 month avg for Jan, Feb, Mar excluding print and punch back-up time as recorded by Burroughs EDP Time Analysis and Billing System.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USE
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0220	BASOPS Data for Ft Meade, MD	Tape	300	FUSA, DPA	Cards Print Lines	4600 (I) 4600 (I)	AG-B	Daily	113 mins	270 mins
220	Autodin Transmissions & & Separation Transactions	Tape	635000	FUSA, DPA	Cards Print Lines	800 (I) 120000(I)	AG-B	Daily		

D-V-A-23

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	35KD	1 1 1	Punch Printer Tape		See Attached Sheet

*EXPLAIN HOW COMPUTED 3 month avg for Jan, Feb, Mar excluding print andpunch back-up time, as recorded by Burroughs EDP Time Analysis and Billing System.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/M OF SYSTE TIME USE
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0336	First Army Protocol Roster	Cards	1000 (I)	AG-B	Print Lines	1000 (I)	AG-B	Quarterly	10 min	10 min

D-V-A-24

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	22.2KD	1 1 400	Card Reader Printer KB Disk		See Attached Sheet

*EXPLAIN HOW COMPUTED 3month avg for Jan, Feb, and Mar excluding print and punch back-up time, as ~~recorded by Burroughs EDP Time~~ Analysis and Billing System.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/M OF SYSTE TIME USE
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
84	FMSA Accountable & Operating Strength Report	Cards	800	DPC	Cards Print Lines	800 (I) 800 (I)	AG-B	Quarterly	34 mins	34 mins

D-V-A-25

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	26 KD	1 1 80KB	Punch Printer Disk		See Attached Sheet

*EXPLAIN HOW COMPUTED Estimated. No computer time used during Jan, Feb, and Mar, the months used for computing avg hrs.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
337	Centralized Assignment Procedure III (Cap III)	Cards	2000 (M)	AG-B	Cards Print Lines	500 (M) 10000 (M)	AG-B AG-B	as req	4 mins	58 mins

D-V-A-26

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	32KD	1	Card Reader		See Attached Sheet
		1	Card Punch		
		1	Printer		
		8000KB	Disk		
		1	Tape (9)		

*EXPLAIN HOW COMPUTED: 3 month avg for Jan, Feb, Mar excluding print and punch back-up time, as recorded by Burroughs EDP Time Analysis and Billing Systems.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0335	Preparation of Error Mnemonic Totals	MAG-Tape	372000(I)	FUSA, DPA	Print Lines	2880 (I)	AG-B	Daily	8 mins	27 min

D-V-A-27

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	29KD	2	Tape (9)		See Attached Sheet
		1	Printer		

*EXPLAIN HOW COMPUTED 3 month avg for Jan Feb Mar excluding print and punch back-up time as recorded by Burroughs EDP Time Analysis and Billing System

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/M OF SYSTE TIME USE
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
220	Portcall Request and Response Report	Forms DF's Cards	200 (I)	DCSLOG AHABD-MH AG-B East & West Area Mil Traffic Mgmt & Terminal Service	Punched Cards	200 (A)	DCSLOG AHABD-MH AG-B	as req	60 mins	60 mins

D-V-A-28

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
	PCM	1	Keypunch		See Attached Sheet

*EXPLAIN HOW COMPUTED Estimated. No PCM time used during Jan, Feb, Mar the months used for computing avg Hrs.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
336	Application from Active Duty Personnel for Regular Army Appointment	Forms	2	AG-B	Cards	2	AG-B	as received	5 mins	5 mins e

D-V-A-29

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
		1	Keypunch		See Attached Sheet

*EXPLAIN HOW COMPUTED Estimated. No PCM time used during Jan, Feb, and Mar the months used for computing avg hrs.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/M OF SYSTE TIME USE
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
335	Negative Report Messages by Autodin	Listing	12	IUSA DPA	Punched Cards	18(A)	Autodin Terminal	as req	1 min	1 min es

D-V-A-30

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
		1	Keypunch		See Attached Sheet

*EXPLAIN HOW COMPUTED Estimated. No PCM time used during Jan, Feb, Mar the monts used for computing avg hrs.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/M OF SYSTE TIME USE
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
335	Identification of Enlisted Personnel selected for Promotion to Grades E-5 thru E-7	listing	10	Units FUSA	Punched Cards	100 (I)	AG-B	as req	15 mins	15 mins (

D-V-A-31

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
		1	Keypunch		See Attached sheet

*EXPLAIN HOW COMPUTED Estimated. No PCN time used during Jan, Feb, Mar the months used for computing avg hrs.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/M OF SYSTE TIME USE
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
283	Accelerated Processing & Commissioning of Medical Service Personnel	Forms	One	Surgeons Off AHAME-P	Punched Cards	5(A)	Surgeon's Off AHAME-P	as req	5 mins	5 mins (e

D-V-A-32

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		See Attached Sheet
		1	Keypunch		

Estimated. No PCM Time used during Jan, Feb, and Mar the months used for computing avg hrs.

*EXPLAIN HOW COMPUTED

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
156	Sample Survey of the Army	MAG-Tape MAG-Tape	12000 (I) 100000(I)	DPA DPA	Print Lines	5000 (M)	AG-B	Quarterly	34 min	34 min (e:

D-V-A-33

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION			REMARKS
	MAIN MEMORY	PERIPHERALS		
		QTY	TYPE	
COBOL	41KD	1 4 1 240CKB	Reader Tape (9) Printer Disk	

PURPOSE OF APPLICATION (SYSTEM)

See Attached Sheet

*EXPLAIN HOW COMPUTED Estimated. No computer time used during Jan, Feb, & Mar the months used for computing avg hrs.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0220	Roster of Active Duty Officer & Enlisted Personnel with 18 yrs or more service	MAG-Tape	1250000(I)	DA	Print Lines	8000 (I)	AG-B	Semi-monthly	240 mins	240 mins
		MAG-Tape	100000(I)	DPA						

D-V-A-34

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	100KD	1	Printer		See Attached Sheet
		3	Tape (9)		
		100KB	Disk		

*EXPLAIN HOW COMPUTED Estimated. No computer time used during Jan, Feb, and Mar, the months used for computing avg hrs.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/M OF SYSTE TIME USE
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
22	Maintenance of A/A Organization Master Card File	MAG_Tape	1200 (I)	FUSA, DPA	Cards	1200 (I)	FUSA, DPA	Weekly	81 mins	103 mins
22	Morning Report and Roster Control Ledgers & Roster Header Cards	MAG-Tape	1200 (I)	FUSA, DPA	Cards Print Lines	1200 (I) 3600 (I)	AG-B AG-B	Monthly		
22	World Wide Locator Master Lists	MAG-Tape	12000 (I)	FUSA, DPA	Print Lines	4800 (I)	AG-B	Monthly		
22	Organization Master Lists-Active Army	MAG-Tape	12000 (I)	FUSA, DPA	Print Lines	27600 (I)	CO, Ft Meade ATTN: AHBMBD-M AHBMBA-MPB AHBMCR	Monthly		

D-V-A-35

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION			REMARKS
	MAIN MEMORY	PERIPHERALS		
		QTY	TYPE	
COBOL	100KD	1	Reader	
		5	Tape (9)	
		100KB	Disk	
		1	Printer	

PURPOSE OF APPLICATION (SYSTEM)

See Attached Sheet

*EXPLAIN HOW COMPUTED: 3 months avg for Jan, Feb, &Mar, excluding print and punch back-up time as recorded by Burroughs EDP Time Analysis and Billing System.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA:

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
D-V-A96						(M)	CO. 401st PSC Ft Knox, KY DCSLOG AHABD-MH DCSPER AHABA-KT FUSA, DPA DCSOT AHABC-OR			

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		

*EXPLAIN HOW COMPUTED

CURRENT ADP SYSTEMS

FUNCTIONAL AREA:

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/M OF SYSTE TIME USE
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
						(M)	CO, Ft Devens MA AHBPGD_SD			
33	Officer Requisition List	MAG-Tape	12000 (I)	FUSA, DPA	Print Lines	1200 (I)	AG-B	Monthly		

D-V-A-37

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		

*EXPLAIN HOW COMPUTED

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA MEDIA	INPUT DATA AVG MONTHLY VOLUME	INPUT DATA SOURCE	OUTPUT DATA MEDIA	OUTPUT DATA AVG MONTHLY VOLUME	OUTPUT DATA DISTRIBUTION	FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/M OF SYSTE TIME USE
		MAG-Tape	1200 (I)	FUSA, DPA					382 mins	246 mins
		MAG-Tape	14000 (I)	FUSA, DPA						
		MAG-Tape	105000 (I)	FUSA, DPA						
336	Listing of Active Army Officers				Print Lines	50000 (I)	AG-B	Monthly		
336	Officer MOS Status Report				Print Lines	15000 (I)	AG-B	Monthly		
336	Permanent Party Officer Strength Reports				Print Lines	30000 (I)	AG-B	Monthly		
335	List of Enlisted Personnel Chaplain Assistant MOS Codes				Print Lines	500 (I)	Chaplain(AHACH	Monthly		
335	Military Police Unit & MOS Status				Print Lines	500 (I)	Provost Marshal AHAPM-O	Monthly		

D-V-A-38

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION: MAIN MEMORY	PERIPHERALS QTY	PERIPHERALS TYPE	REMARKS
COBOL	14 KD	1	Punch	
		1	Printer	
		3	Tape-Drives	
		8000	(KB) Disk	

PURPOSE OF APPLICATION (SYSTEM)

See Attached Sheet

*EXPLAIN HOW COMPUTED 3 month avg for Jan, Feb, Mar, excluding print and punch back-up time as recorded by Burroughs EDP Time Analysis & Billing System.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/M OF SYSTE TIME USE
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0284	Preparation of Transaction Card for USAR Update Cycles	Card (M)	2700	AG(AG-ER)	Card	2700 (M)	AG(AG-ER)	Daily	90 mins (daily)	1860 mins

D-V-A-39

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE	PCM Applications	See Attached Sheet
		1	029		
		1	056		
		1	059		
		1	084		
		1	188		
		1	407		
		1	519		
		1	557		

*EXPLAIN HOW COMPUTED 3 months average-obtained from machine utilization report (JAN-MAR)

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0284	Retirement Credit Gain/Loss Transactions	Card	2500 (I)	DPA, FUSA	Card	3700 (M)	AG (AG-BR)	Bi-monthly	120 mins (est)	120 mins (est)

D-V-A-40

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
		1	084	PCM Application	
		1	519		
		1	557		

*EXPLAIN HOW COMPUTED Estimated Based on 3 months average input (Jan-Mar)

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/M OF SYST TIME USE
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0284	USAR CMF and RPNF Error (Turnaround) Cards	Cards	3000 (I)	DPA FUSA	Card	3000 (M)	AG (AG-ER)	Bi-monthly	90 mins	90 mins

D-V-A-41

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
		1	519	PCM Application	
		1	557		

*EXPLAIN HOW COMPUTED Estimated. No PCM time used during Jan, Feb, & Mar, the months used for computing avg hrs.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/M OF SYSTE TIME USE
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0284	ETS Forecast -97th ARCOM	Tape RPMF (record length 400 positions)	100000(I)	DPA, FUSA	Print lines Tape (Record length 400 positions)	8000 (M) 8000 (M)	97th USARCOM	Semi-annual	24 mins	24 mins (est)

D-V-A-42

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	45KD	3	Tape		
		1	Card Reader		
		1	Printer		
		3216 KB	Disk		

*EXPLAIN HOW COMPUTED Estimated. No computer time used during Jan, Feb, & Mar, the months used for computing avg hrs.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/M OF SYSTE TIME USE
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0284	Roster WAC Reservists	Tape: RPMF (Record length 400 positions)	100000(I)	DPA, FUSA	Print Lines	723 (M)	DCSPER	Semi-annual	30 mins	11 mins

D-V-A-43

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	60 KD	3	Tape		
		1	Card Reader		
		1	Printer		

*EXPLAIN HOW COMPUTED: 3 month avg for Jan, Feb & Mar, excluding print and punch back-up time, as recorded by Burroughs EDP Time and Analysis Billing System.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS. CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/M OF SYSTE TIME USE
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
C284	USAR Subunit Organization Master File Cards and Lists	Tape CMF (160 position record length)	2000 (I)	DPA, FUSA	Cards Print Lines	4800 (M) 10000 (M)	AG(AG-BR)	Monthly	47 mins	4 mins

D-V-A-44

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	29KD	1	Tapes		See Attached Sheet
		1	Printer		
		2	Punch		
		14448 KB	Disk		

*EXPLAIN HOW COMPUTED 3 month avg for Jan, Feb, and Mar, excluding print and punch back-up time as recorded by Burroughs EDP Time and Analysis & Billing System.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0284	Attached USAR Personnel Report Cards	card	1000 (M)	AG (AG-BR)	Card	1000 (I)	AG (AG-BR)	Monthly	30 min (est)	30 min (est)

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
		1	084	PCM Application	
		1	557		

*EXPLAIN HOW COMPUTED Estimated. No PCM time used during Jan, Feb, and Mar, the months used for computing avg hrs.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA: MEDIA	INPUT DATA: AVG MONTHLY VOLUME	INPUT DATA: SOURCE	OUTPUT DATA: MEDIA	OUTPUT DATA: AVG MONTHLY VOLUME	OUTPUT DATA: DISTRIBUTION	FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
0284	Minority Report	Tape: RPMF CMF	 100000(I) 2000(I)	DPA, FUSA	Print	2000 (I)	AG (AG-BR)	Quarterly	90 mins	45 mins
		** NOTE: RPMF record length 400 positions, CMF record length 160 positions.								

D-V-A-46

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION: MAIN MEMORY	PERIPHERALS: QTY	PERIPHERALS: TYPE	REMARKS
COBOL	70KD	3 1 1	Tapes Card Reader Printer	

PURPOSE OF APPLICATION (SYSTEM)

See Attached Sheet

*EXPLAIN HOW COMPUTED 3 month avg for Jan, Feb, and Mar, excluding print and punch back-up time, as recorded by Surroughs ~~ABC~~ Time Analysis and Billing System.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0284	Address Labels for Mailing Army Reserve Magazine	Cards	1800 (M)	AG(AG-BR)	Print Lines	9000 (M)	AG (AG_BR)	Annual	180 Mins	180 Mins

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
		1	029	PCM Application	See Attached Sheet
		1	059		
		1	407		
		1	557		

*EXPLAIN HOW COMPUTED Estimated. NO PCM time used during Jan, Feb, and Mar, the months used for computing avg hrs.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Personnel

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0284	Annual Training (AT) Schedule (ATOPS-64 (R9))	Card (M)	4000	DCSRF (AHARF-TP)	Cards	6240 (M)	DCSRF (AHARF-TP)	Semi-annual	4500 mins	4500mins
					Print Lines	1320 (M)				

D-V-A-48

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
		1	029	PCM Application	See Attached Sheet
		1	059		
		1	084		
		1	407		
		1	519		
		1	557		

*EXPLAIN HOW COMPUTED 3 months average- obtained from Machine Utilization Report (Jan-Mar)

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: FINANCE

CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
37	CINFARS/Accrued Expenditure Reporting	Cards	20 (I)	DCSCOMPT	Print-Lines Cards	20 (M) 60 (M)	DCSCOMPT AHACO-FO	Monthly	4 MIN	4 MIN

D-V-A-49

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
	NA	1	026 (Key-Punch)	PCM Application Phase 3	
		1	084 (Sorter)		
		1	407 (List)		
		1	557 (Interpret)		

*EXPLAIN HOW COMPUTED 3 month average for Jan, Feb and March, excluding print and punch back-up time, as recorded by Burroughs EDP Time and Analysis Billing System.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: FINANCE

2501

CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
37	CINFARS/Net Expenditures Reimbursements and related Cash Transactions	Cards	150 (M) Monthly	DCSCOMPT	Print-Lines Cards	450 (M) 150 (M) Monthly	DCSCOMPT AHACO-FO	Monthly	6 MINS	4 MINS

D-V-A-50

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
	31KD	1	Printer		
		1	Tape (9)		
		4000KB	Disk		
		1	Punch		
		1	Reader		

*EXPLAIN HOW COMPUTED 3 month average for Jan, Feb and March, excluding print and punch back-up time, as recorded by Burroughs EDP Time Analysis and Billing System.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: FINANCE

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0137	Listing of Installation Finance Data	Cards	2500 (M)	DCSCOMPT	Print-List	2500 (I)	DCSCOMPT AHACO-FO	As Required	30 MIN Estimated	5 HRS

D-V-A-51

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
NA	NA	1	026 (Key-Punch)	PCM Application	
		1	083 (Sorter)		
		1	407 (List)		
		1	557 (Interpret)		

*EXPLAIN HOW COMPUTED 3 month average for Jan, Feb and March obtained from Machine utilization records.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Finance

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0268	CONUS Army TAABS (CAST)	Cards	5966 (M) 23850 (A) 1220 (I) (Tri-annual)	DCSCOMPT	Print Lines Tape	45000 (I) 6822 (A) (Tri-annual)	DCSCOMPT	Tri-annual	983 mins	1,641

D-V-A-52

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	80KD	1	Tape (7)		See Attached Sheet
		3	Tape (9)		
		100MB	Disk		
		2	Printer		
		1	Card Punch		
		1	Card Reader		
		1	Console Printer		

*EXPLAIN HOW COMPUTED: 3 month avg for Jan, Feb, & Mar excluding print and punch back-up time, as recorded by Burroughs EDP Time Analysis & Billing System.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: FINANCE

2501

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0137	CINFARS/OBLIGATIONS BY OBJECT CLASS	Tape	900 (M)	CINFARS Cummulative Reporting and reconciliation application	Print-List Cards	1200 (M) 1200 (M)	DCSCOMPT AHACO-FO	Monthly	8 MINS	10 MINS

D-V-A-53

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
	28KD	1	Printer		See Attached Sheet
		1	Punch		
		1	Tape		
		1	40KB Disk		

*EXPLAIN HOW COMPUTED 3 month average for Jan, Feb and March, excluding print and punch back-up time, as recorded by Burroughs EDP Time and Analysis Billing System.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: FINANCE

2501

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0137	CINFARS/PRIORITY MANAGEMENT EFFORT (PRIME)	Cards Tape	17000 (M) Monthly	DCSCOMPT	Cards Print-List	5800 (M) 5800 (M) Monthly	DCSCOMPT AHACO-FO	Monthly	70 MINS	328 MINS

D-V-A-54

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
	59KD	3	Tape		See Attached Sheet
		2	Printer		
		1	Reader		
		1	Punch		
		2340KB	Disk		

*EXPLAIN HOW COMPUTED 3 month average for Jan, Feb and March, excluding print and punch back-up time, as recorded by Burroughs EDP Time Analysis and Billing System.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: FINANCE

2501

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0204	CINFARS/ARMY STOCK FUND	Cards	4000 (M) Monthly	DCSCOMPT	Print-List Cards	600 (M) 600 (M) Monthly	DCSCOMPT AHACO-FO	Monthly	83 MINS	115 MINS

D-V-A-55

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
	40KD	1	Reader		See Attached Sheet
		1	Puncher		
		1	Printer		
		4	Tapes (9)		
		960KB	Disk		

*EXPLAIN HOW COMPUTED 3 month average for Jan, Feb and March, excluding punch and print back-up time, as recorded by Burroughs EDP ~~Time Analysis and~~ Billing System.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: FINANCE

2501

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0137	CINFARS/TRANSACTION FOR NAVY	Cards Tape Optional	250 (I) Weekly	DCSCOMPT	Print-Line Tape	250 (M) 250 (I) Weekly	DCSCOMPT AHACO-FO'	Weekly	6 MINS	12 MINS

D-V-A-56

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
	31KD	3 1 1 (2000KB)	Tape (9) Reader Printer Disk		See Attached Sheet

*EXPLAIN HOW COMPUTED 3 months average for Jan, Feb and March, excluding punch and print back-up time, as recorded by Burroughs EDP Time Analysis and Billing System.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: FINANCE

2501

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0137	CINFARS CURRENT MONTH REPORTING & RECONCILIATION	Cards Tapes Forms	2500 (M) Monthly	DCSCOMPT	Print-Lines	3200 (M) Monthly	DCSCOMPT AHACO-F3	Monthly	171 MINS	40 MINS

D-V-A-57

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
	60KD	1	Reader		See Attached Sheet
		1	Printer		
		1	Punch		
		4	Tapes (9)		
		1872 KB	Disk		

*EXPLAIN HOW COMPUTED 3 month for Jan, Feb and March, excluding print and punch back-up time, as recorded by Burroughs EDP Time Analysis and Billing System.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: FINANCE

2501

SYS CODE	TITLE	INPUT DATA: MEDIA	INPUT DATA: AVG MONTHLY VOLUME	INPUT DATA: SOURCE	OUTPUT DATA: MEDIA	OUTPUT DATA: AVG MONTHLY VOLUME	OUTPUT DATA: DISTRIBUTION	FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
0137	CINFARS/International Balance of Payments	Cards	50 (I) Quarterly	DCSCOMPT	Print- List Cards	50 (M) 50 (M)	DCSCOMPT AHACO-FO	Quarterly	1 MIN	1 MIN Estimate

D-V-A-58

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION: MAIN MEMORY	PERIPHERALS: QTY	PERIPHERALS: TYPE	REMARKS
	31KD	1	Reader	HUBWOP
		1	Printer	
		1	Punch	
		2	Tapes (9)	
		1600 KB	Disk	

PURPOSE OF APPLICATION (SYSTEM)

See Attached Sheet

*EXPLAIN HOW COMPUTED Estimate. No computer Time used during Jan, Feb and March, the months used for computing Average Hours.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA; FINANCE

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0137	Financial Status of Modern Volunteer Army	Cards	25 (I) 100 (M) Quarterly	DCSCOMPT	Print-List CARDS	235 (M) 110 (M) Quarterly	DCSCOMPT	Quarterly	8 MINS	8 MINS Estimate

D-V-A-59

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	40KD	2	Tapes (9)		See Attached Sheet
		1	Punch		
		1	Reader		
		1	Printer		
		23760 KB	Disk		

*EXPLAIN HOW COMPUTED Estimated. No computer Time used during Jan, Feb and March the months used for computing average time.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: FINANCE

2501

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0137	CINFARS/Cumulative Reporting and Reconciliation	Cards	5000 (M)	DCSCOMPT	Print-List	2250 (M)	DCSCOMPT	Monthly	100 MINS	104 MINS
		Tapes		Tape Library	Tape	2250 (I)				
		Forms			Cards	2250 (M)				
			Monthly			Monthly				

D-V-A-60

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	See Attached Sheet
		QTY	TYPE	HUBH	
	60KD	1	Reader		
		1	Printer		
		1	Punch		
		5	Tapes (9)	Phase 3	
		18560 KB	Disk		

*EXPLAIN HOW COMPUTED 3 month average for Jan, Feb and March, excluding print and punch back-up Time, as recorded by Burroughs EDP Time Analysis and Billing System.

CURRENT ADP SYSTEMS

2501

FUNCTIONAL AREA: FINANCE

SYS. CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/ OF SYST TIME US
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0137	CINFARS/Accounting Classification master File	Cards	2000 (I)	DCSCOMPT	Print-List	38000 (I)	DCSCOMPT	Annual & As	21 MINS	11 MINS
					Cards	38000 (I)	AHACO-FO	Required		
			As Required			As Required				

D-V-A-61

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
	26KD	1	Reader	Phase 1	See Attached Sheet
		1	Printer		
		1	Printer		
		3	Tapes (9)		
		1400 KB	Disk		

*EXPLAIN HOW COMPUTED 3 month average for Jan, Feb and March, excluding print and punch back-up Time as recorded by Burroughs EDP Time Analysis and Billing System.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Logistics

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0227	Selected Items Master File (SIMF)/Commercial Vehicle Line No. Master File	Cards	150 (I) (as req)	DCSLOG AHABD-MH " " "	Print Lines	150 (I) (as req)	DCSLOG	Monthly	42 min	42 min
		Keypunch Worksheets	25 (I)	" " "	Print Lines	25 (I)				
					Cards	1500 (M) (as req)				
					Cards	250 (M)				

D-V-A-62

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		See Attached Sheet
			PCM Equipment	PCM Application	
		1	519 Reproducer		
		1	557 Interpreter		
		1	188 Collator		
		1	407 Tabulator		

*EXPLAIN HOW COMPUTED 3 month avg for Jan, Feb, and Mar obtained from machine utilization records.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Logistics

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0227	Material Readiness Access II System	Cards	3500 (M) (Qtrly)	DCSLOG	Print Lines	38000 (I) (Qrtly-Est)	DCSLOG AHABD-MH	Quarterly	46 min	32 min
					Cards	1000 (I) (Qrtly-Est)	" "			
					Tape	1000 (A) (Qrtly-Est)	CONARC			

D-V-4-63

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION			
	MAIN MEMORY	PERIPHERALS		REMARKS
		QTY	TYPE	
COBOL	41KD	1	Card Reader	
		1	Printer	
		1	Card Punch	
		1	Tape (7)	
		3	Tape (9)	
		6600 KB	Disk	

PURPOSE OF APPLICATION (SYSTEM)

See Attached Sheet

*EXPLAIN HOW COMPUTED 3 month avg for Jan, Feb, & Mar, excluding print and punch back-up time, as recorded by Burroughs EDP Time Analysis and Billing Systems.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Logistics

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0054	Excess Equipment Reporting	Cards	200 (A) (Est wkly)	DCSLOG AHABD-MH	Print Lines	200 (I) (Est wkly)	DCSLOG AHABD-MH	weekly	95 mins	378 min
					Cards	3000 (M) (Est wkly)	" "	"		
					Cards	200 (A) (Est wkly)	" "	"		

D-V-A-64

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		See Attached Sheet
			PCM Equipment		
		1	084 - Sorter	PCM Application	
		1	407 - Tabulator		
		1	519 - Reproducer		
		1	557 - Interpreter		

*EXPLAIN HOW COMPUTED 3 month avg for Jan, Feb, & Mar obtained from machine utilization records.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Logistics

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0054	Supply Support Effectiveness Report	Cards	900 (M) (Quarterly)	DCSLOG AHABD-MH	Print Lines	3000 (I) (Quarterly)	DCSLOG AHABD-MH	Quarterly	10 min	10 min (Est)

D-V-A-65

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS QTY	PERIPHERALS TYPE	REMARKS	
COBOL	6 KD	1 1 64KB	Printer Card REader Disk		See Attached Sheet

*EXPLAIN HOW COMPUTED 3 month avg for Jan, Feb, and Mar, excluding print and punch back-up time as recorded by Burroughs EDP Time Analysis and Billing System.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Logistics

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0006	Administrative Motor Service Cost & Performance Report	Cards	1700 (M) Qtrly	DCSLOG AHABD-MH	Print Lines	7000 (I) Qtrly	DCSLOG AHABD-MH	Qtrly	26 min	7 min

D-V-A-66

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	40 KD	1	Card Reader		[illegible]
		1	Printer		
		1	Tape (9)		
		288KB	Disk		

*EXPLAIN HOW COMPUTED: 3 month avg for Jan, Feb, and Mar, excluding print and punch back-up time, as recorded by Burroughs EDP Time Analysis and Billing System.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Logistics

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0006	Administrative Use Vehicle Density	Cards	8000 (I) (semi-monthly)	DCSLOG AHABD-MH	Print Lines	8000 (I)	DCSLOG AHABD-MH			
					Cards	8000 (I)	" "			
					Cards	16000 (M)		Monthly	22 min	81 min
		Cards	8000 (I)	DCSLOG AHABD-MH	Print Lines	17000 (I)	DCSLOG AHABD-MH			
					Cards	13000 (I)	" " "			
		Cards	4000 (I)	DPI (A100)	Print Lines	13000 (I)	DCSLOG AHABD-MH			

D-V-A-67

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE	PCM Equipment	
COBOL	4KD	1	Card Reader	1-084 Sorter	See Attached Sheet
		1	Printer	1-188 Collator	
		2	Tape (9)	1-407 Tabulator	
			Disk	1-519 Reproducer	
				1-557 Interpreter	
				PCM Time-1440 min	

*EXPLAIN HOW COMPUTED 3 month avg for Jan, Feb, and Mar, excluding print and punch back-up time, as recorded by Burroughs EDP Time Analysis and Billing Systems.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Logistics

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0226	Equipment Status Reporting Systems	Cards	10472 (M)	DCSLOG AHABD-MH	Print Lines	16400 (I) (est)	DCSLOG AHABD-MH	Monthly	476min	338 min
		Tape	13000 (M) 80 char. rec. (Quarterly)	Major Item Data Agency Chambersburg, PA	Tape	86470 (M)	" "			
					Cards	1200 (I)	" "			
					Print Lines	13000 (I)	" "			

D-V-A-68

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	40KD	1	Card REader		See Attached Sheet
		1	Printer		
		1	Card Punch		
		1	Tape (7)		
		3	Tape (9)		
		48751 KB	Disk		

*EXPLAIN HOW COMPUTED 3 month avg for Jan, Feb, and Mar, excluding print and punch back-up time, as recorded by Burroughs EDP Time Analysis and Billing System.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: LOGISTICAL

SYS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0085	US ARMY RESERVE FACILITIES UTILIZATION REPORT (RCSCSRES-28 (R2))	Card	400 (M) 200 (I)	DCSLOG AHABD-MH	Card Print-Lines	850 (M) 500 (M)	DCSLOG (AHABD-MH)	Semi-Annual	1740 MINS	1740 MINS

D-V-A-69

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
NA	NA	1 1 1 1 1 1	029 059 084 407 519 557	PCM Application	See Attached Sheet

*EXPLAIN HOW COMPUTED From Machine Utilization Reports (July - November)

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Logistics

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
36	Storage Space Utilization and Occupancy Report	Cards	600 (M) (annual)	DCSLOG AHABD-MH	Print Lines	600 (I) (annual)	DCSLOG	annual	10 min	10 min (est
					Cards	600 (A) (annual)	Letterkenny Army Depot			

D-V-A-70

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS QTY	PERIPHERALS TYPE	REMARKS	
COBOL	41 KD	1 1 16CKB	Card Reader Printer Disk		See Attached Sheet

*EXPLAIN HOW COMPUTED Estimated. No computer time used during Jan, Feb, and Mar, the months used for computing avg hrs.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Logistics

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0 292	Radioisotope Inventory and Leak Test Report	Cards	50 (M)	DCSLOG AHABD-MH	Print Lines	200 (I) (as req)	DCSLOG AHABD-MH	as req	22 min	22 min (est
		Cards	100 (I) (as req)							
					Cards	50 (A)	" "			
					Cards	100 (A) (as req)	" "			

D-V-A-71

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	26 KD	1	Card Reader		See Attached Sheet
		1	Printer		
		40CKB	Disk		

*EXPLAIN HOW COMPUTED Estimated. No computer time used during Jan, Feb, and Mar, the months used for computing avg hrs.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Logistics

XS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0336	1A Key Installation Logistic Officer Listing	Cards	150(I) as req	DCSLOG AHABD-MH	Print	150 (I) (as req)	DCSLOG AHABD-MH	as req	2 min	2 min est

D-V-A-72

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	8KD	1	Card Reader		See Attached Sheet
		1	Printer		

*EXPLAIN HOW COMPUTED Estimated. No computer time used during Jan, Feb, and Mar, the months used for computing avg hrs.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Logistics

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0029	DOD Activity Address Report	Cards	7000 (I) as req	DCSLOG AHABD-MH	Print	7000 (I) as req	DCSLOG AHABD-MH	as req	10 min	10 min (est

D-V-A-73

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS QTY	PERIPHERALS TYPE	REMARKS	
L	23 KD	1 1 560KB	Card Reader Printer Disk		See Attached Sheet

*EXPLAIN HOW COMPUTED 3 month avg for Jan, Feb, and Mar, excluding print and punch back-up time as recorded by Burroughs EDP Time Analysis and Billing Systems.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Logistics

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
226	1A Unique Equipment Status Local Reports	Tape	87000 (I)	DPA	Print Lines	150000 (I)	DCSLOG AHABD-MH	Monthly	1125 min	1070 min
		Cards	5000 (I)	DCSLOG	Cards	9000 (I)	" "			
					Print Lines	48000 (I)	DCSRF, AHARF-RS			

D-V-A-74

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	25KD	1	Card Reader		See Attached Sheet
		1	Printer		
		2	Tape (9)		
		1098 KB	Disk		

*EXPLAIN HOW COMPUTED 3 month avg for Jan, Feb, and Mar, excluding print and punch back-up time, as recorded by Burroughs EDP Time Analysis and Billing Systems.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Logistics

XS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
227	Support List Allowance Report	Cards	1200 (M) (as req)	DCSLOG	Print Lines	1200 (I) (as req)	DCSLOG	as req	300 min (est)	300 min (est)
					Card	6000 (I) (as req)				

D-V-A-75

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE	PCM Applications	See Attached Sheet
			PCM Equipment		
		1	C84		
		1	407		
		1	519		
		1	557		

*EXPLAIN HOW COMPUTED Estimated. No computer time used during Jan, Feb, & Mar, the months used for computing avg hrs.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Logistics

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0227	Access II Admin Storage Report (ASTOR II)	Cards	80 (M)	DCSLOG AHABD-MH	Print Lines	100 (I)	DCSLOG AHABD-MH	Monthly	3 min	3 min (est)
					Cards	20 (A)	" "			

D-V-A-76

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	23 KD	1	Card Reader		See Attached Sheet
		1	Card Punch		
		1	Printer		
		1KB	Disk		

*EXPLAIN HOW COMPUTED Estimated. No computer time used during Jan, Feb, and Mar, the months used for computing avg hrs.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Logistics

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0227	Modification Work Order Control & Reporting	Cards	2000 (M) (as req)	DCSLOG AHABD-MH	Print Lines	2000 (I)	DCSLOG AHABD-MH	as req	54 min	54 min (est)
					Cards	2000 (A) (as req)	" "			

D-V-A-77

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	25 KD	1	Card Reader		See Attached Sheet
		1	Card Punch		
		1	Printer		
		1600 KB	Disk		

*EXPLAIN HOW COMPUTED Estimated. No computer time used during Jan, Feb, & Mar, the months used for computing avg hrs.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Loristics

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0227	Equipment Density Report	Cards	9000 (M) (Qtrly)	DCSLOG-AHABD-MH	Print Lines	20000 (I)	DCSLOG-AHABD-MH	Quarterly	39 min	39 min (est

D-V-A-78

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	25 KD	1 1 1600 KB	Card Reader Printer Disk		See Attached Sheet

*EXPLAIN HOW COMPUTED Estimated. No computer time used during Jan, Feb, & Mar themonths used for computing avg hrs.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Logistics

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
227	Maintenance Shop Workload and Backlog Report	Cards	1000 (M)	DCSLOG	Print Line	2000 (I)	DCSLOG AHABD-MH	Monthly	16 min	15 min
					Cards	10 (I) (est)				

D-V-A-79

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	28 KB	1	Card Reader		See Attached Sheet
		1	Card Punch		
		1	Printer		
		8KB	Disk		

*EXPLAIN HOW COMPUTED 3 month avg for Jan, Feb, and Mar, excluding print and punch back-up time, as recorded by Burroughs EDP Time Analysis and Billing System.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Logistics

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0274	Installation Inventory of Military Real Property	Hard copy	3000 (M) Qtrly est	DCSLOG AHABD-MH	Print Line	3000 (I) 3000 (M) (est)	DCSLOG-AHABDMH DA	Qtrly	3420 min (est)	3420 min (est)
					Cards	3000 (I) (est)	DCSLOG-AHABDMH			
					Cards	3000 (M) (est)	DA			

D-V-A-80

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	See Attached Sheet
		QTY	TYPE	PCM Application	
			PCM Equipment		
		1	029 Keypunch		
		1	084 Sorter		
		1	519 Reproducer		
		1	407 Tabulator		
		1	557 Interpreter		
		1	059 KeyVerifier		

*EXPLAIN HOW COMPUTED Estimated. No PCM time used during Jan, Feb, and Mar, the months used for computing avg hrs.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Logistics

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
C239	Automatic Return Items	Cards	5000 (M) qtrly	DCSLOG AHABD-MH	Print Lines Cards	15000 (M) 15000 (M)	DCSLOG AHABD-MH	Quarterly	29 min	29 min (est

D-V-A-81

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS QTY	PERIPHERALS TYPE	REMARKS	
COBOL	41KD	1 1 1 1600 KB	Card Reader Card Punch Printer Disk		See Attached Sheet

*EXPLAIN HOW COMPUTED Estimated. No computer time used during Jan, Feb, & Mar, the months used for computing avg hrs.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Logistics

SYS CODE	TITLE	INPUT DATA: MEDIA	INPUT DATA: AVG MONTHLY VOLUME	INPUT DATA: SOURCE	OUTPUT DATA: MEDIA	OUTPUT DATA: AVG MONTHLY VOLUME	OUTPUT DATA: DISTRIBUTION	FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
0480	World-Wide Ammunition Reporting System (WARS)	Cards	4160 (M)	DCSLOG AHABD-MH	Print Lines	68000 (I)	DCSLOG AHABD-MH	Monthly	165 min	210 min
					Cards	500 (I)	" "			
					Tape	2000 (A)	CONARC			

D-V-A-82

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION: MAIN MEMORY	PERIPHERALS: QTY	PERIPHERALS: TYPE	REMARKS
COBOL	60KB	1	Card Reader	
		1	Card Punch	
		1	Printer	
		1	Tape (7)	
		2	Tape (9)	
		12416 KB	Disk	

PURPOSE OF APPLICATION (SYSTEM)

See Attached Sheet

*EXPLAIN HOW COMPUTED: 3 month avg for Jan, Feb, and Mar, excluding print and punch back-up time, as recorded by Burroughs EDP Time Analysis and Billing System.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Miscellaneous

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
C337	Manpower Utilization and Requirements	Cards	5000 (M) Monthly	DCSOT	Print Line Cards	15000 (I) 1500 (M) Monthly	DCSOT, AHABC-FM	Monthly	32 mins	396 mins

D-V-A-84

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	48 KD	1 3 1 2000KB	Cd Reader Tapes (9) Printer Disk		See Attached Sheet

*EXPLAIN HOW COMPUTED 3 month avg for Jan, Feb, & Mar excluding print and puch back-up time as recorded by Burroughs EDP Time Analysis & Billing System.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Miscellaneous

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/M OF SYSTE TIME USE
		MEDIA	AVG MONTH-LY VOLUME	SOURCE	MEDIA	AVG MONTH-LY VOLUME	DISTRIBUTION			
0379	First US Army TOE Troop List	Cards	250 (I)	DCSOT	Print Lines	250 (I)	DCSOT	as req	12 mins	12 mins Est.
			as req			as req				

D-V-A-85

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	12KD	1 3 1	Printer Tapes (9) Card Reader		See Attached Sheet

*EXPLAIN HOW COMPUTED: Estimated. No computer time used during Jan, Feb, & Mar, the months used for computing avg hours

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: MISCELLANEOUS

XS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0151	OCCS Processing	Cards	1500 (I)	DCSOT (AHABC-00)	Cards	1500 (A)	CONARC thru DCSOT	Daily as Received	2 HRS	40 HRS
			800 (I)	DCSRF (AHARF-ER)		800 (A)	CONARC thru DCSRF	"	(Estimated)	(Estimated

D-V-A-87

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
NA	NA	1	029	PCM Application	
		1	557		
		1	519		
		1	407		
		1	059		

*EXPLAIN HOW COMPUTED Estimated Based on Average Transactions and Processing time required for lack typo of machine used.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: MISCELLANEOUS

3001

CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
D-V-A-88	The Army Authorization Document System TAADS	Cards Tape Monthly	10,000(T) 10,000(M) Monthly	DCSOT	List Cards Tape Monthly	30,000(I) 5,000(I) 10,000 Monthly	DCSOT, AHABC-FD	As Required	636 MINS	1290 MINS

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
OL	96KD	5	Tapes (9)		
		1	Tape (7)		
		2	Printers		
		1	CD Reader		
		4960KB	Disk		

*EXPLAIN HOW COMPUTED 3 month average for Jan, Feb and March, excluding print and punch back-up time, as recorded by Burroughs EDP Time and Analysis Billing System.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: MISCELLANEOUS

CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
5	Standard CONARC ADP Management System (SCAMS) USCONARC Reporting System for Management of HQ, CONUSA DPA Personnel and Non-Computer PCM Equipment Resources).	Cards	3000 (I)	1USADPA	Cards Print-Lines	150 (I) 1750 (I)	DPA, Plans/MGMT "	Monthly "	31 MINS "	33.
D-V-A-89	(NOTE: Cards prepared daily, processed monthly)									

URCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
OL	42KD	1	Card-Reader		
		1600KB	Disk		
		1	Printer		
		1	Punch		

*EXPLAIN HOW COMPUTED 3 month average for Jan, Feb and March, excluding print and punch back-up time, obtained from Borroughs EDP Time and Analysis Billing System.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Miscellaneous

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0332	Reserve Component Logistical Readiness	Tape	1200 (I)	DPA	Print Lines	1300 (I)	DCSLOG	Semi-annual	14 mins	0

D-V-A-90

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	20KD	4 1	Tapes Printer		See Attached Sheet

*EXPLAIN HOW COMPUTED _____

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Miscellaneous

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0332	Reserve Component Unit Readiness	Cards	1200 (I)	DCSRF	Print Lines	4000 (I)	DCSRF	Semi-annual	28 mins	57 min
					Cards	1300 (A)	CONARC thru DCSRF			
		NOTE: DA Forms 2841 are received from installations by DCSRF and used to keypunch input cards for use in system.								

D-V-A-91

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION			
	MAIN MEMORY	PERIPHERALS		REMARKS
		QTY	TYPE	
COBOL	30KD	4	Tapes	
		1	Card Reader	
		1	Card Punch	
		1	Printer	

PURPOSE OF APPLICATION (SYSTEM)

See Attached Sheet

*EXPLAIN HOW COMPUTED

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Miscellaneous

CS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0088	Accident Analysis Reporting	Cards (See Note 2)	200 (I)	DCSPER (AHABM-PS)	Cards:		DCSPER	Monthly	6 mins	18 mins
					a.Errors	35 (I)	(AHABA-PS)	"		
					b.Local Deck	200 (I)		"		
						200 (A)		"		
					c.DA Deck	200 (M)		"		
					d.CONARC Deck	250 (I)		"		
					Print Lines	600 (M)	(See Note 1)	Quarterly	2 mins	
					Print Lines					

NOTE 1: This list is printed by PCX Proces (407).
NOTE 2: Cards are punched daily throughout month from hardcopy and are accumulated for monthly input run.

D-V-A-92

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	25KD	1	Punch		See Attached Sheet
		1	Card Reader		
		800KB	Disk		
		2	Tapes		
		1	Printer		

*EXPLAIN HOW COMPUTED

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Miscellaneous

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0002	Force Acctg System (FAS)XV Report (1A)	Cards	3750 (M) as required	DCSOT	Print	800 (1) as required	DCSOT,	as required	11 mins	9

D-V-A-93

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	22 KD	1 2	Printer Tapes (9)		See Attached Sheet

*EXPLAIN HOW COMPUTED: 3 month avg for Jan, Feb, & Mar excluding print and punch back-up time as recorded by Burroughs EDP Time Analysis and Billing System.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Miscellaneous

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0135	Processing Production Control System	Cards	80 (I) Daily 1000 (I) Monthly (Est)	DPA	Print Lines Cards	150 (I) Daily 5600 (I) Monthly 1000 (I) Monthly (Est)	DPA (I)	Daily Monthly	11 min 16 min	Est 216 min Est 16 min

D-V-A-94

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	39KD	1 1 1 300 KB	Card Reader Printer Punch Disk		

*EXPLAIN HOW COMPUTED: 3 month avg for Jan, Feb, and Mar, excluding print and punch back-up time, as recorded by Burroughs EDPT Time Analysis and Billing System.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: Miscellaneous

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0084	Unit Readiness Report	Cards	1100 (A) 200 (M)	DCSOT AHABC-00	Print Lines	1300 (I)	DCSOT AHABC-00	Monthly	12 mins	13 min
		NOTE: Normally run twice a month, if all data received, otherwise may require supplemental runs to complete.								

D-V-A-95

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS QTY	PERIPHERALS TYPE	REMARKS	
COBOL	20 KD	1	Card Reader		See Attached Sheet
		1	Printer		

*EXPLAIN HOW COMPUTED 3 month avg for Jan, Feb, and Mar, excluding print and punch back-up time, as recorded by Burroughs EDP Time Analysis and Billing System.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: MISCELLANEOUS

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0084	Unit Readiness Punch Cards	HardCopy	20 (I)	1USASE	Cards	20 (I)	1USASE	Monthly	10 MINS (Estimated)	10 MINS (Estimated)

D-V-A-96

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
NA	NA	1 1	029 557	PCM Application	

*EXPLAIN HOW COMPUTED Based on Average number input documents for Jan, Feb, March from March utilization Reports.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: MISCELLANEOUS

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0135	Standard CONARC ADP System (SCAMS) - USCONARC Reporting System for Management of Army Data Processing (ATDS-8 (R1)	Cards	400 (m)	MISO	Tape	350 (A)	CONARC thru MISO	Monthly	77 mins	77 Mins
					Cards	50 (M)	MISO	"		(Estimated)
					Print-Lines	8100 (I)	MISO	"		
	* (NOTE: This System is currently being redesigned, new programs have not been completed. All times and input/output volumes are estimated based on previous system.)									

D-V-A-97

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
COBOL	40KD	1	Card Reader		
		2400	KB Disk		
		1	Printer		
		1	Punch		
		1	Tape (7)		

*EXPLAIN HOW COMPUTED * Based on previous programs for system, which is now being redesigned. New times are not yet firm, until redesign has been completed.)

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: MISCELLANEOUS

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0135	First US Army DPA Standard CONARC ADP Management System (SCAMS) Transactions	HardCopy	25 (I)	DPA	Cards	25 (I)	First US Army MISO	Monthly	10 MINS	10 MINS

D-V-A-98

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
NA	NA	1	0 26	PCM Application	

*EXPLAIN HOW COMPUTED Based on average number transactions for 3 months, Jan, Feb, March.

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: MISCELLANEOUS

DPA Job #4360
N/A

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0068	First US Army TOE Mobilization Troop Basis	Cards	16000 (M)	DCSOT	PRINT-LIST	9000 (I)	DCSOT AHABA-OA	As Required	32 HRS Estimated	32 HRS Estimated
			As Required			As Required				
			Estimated			Estimated				

D-V-A-99

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE	This PCM Report has not been prepared since 1969.	
NA	NA	1	Key-Punch		
		1	Key-Verifier		
		1	Interpreter		
		1	407-Tabulator		
		1	Reproducer		

*EXPLAIN HOW COMPUTED _____

CURRENT ADP SYSTEMS

FUNCTIONAL AREA: MISCELLANEOUS

YS CODE	TITLE	INPUT DATA			OUTPUT DATA			FREQ OF RUNS	AVG SYS TIME/RUN	AVG HRS/MO OF SYSTEM TIME USED*
		MEDIA	AVG MONTHLY VOLUME	SOURCE	MEDIA	AVG MONTHLY VOLUME	DISTRIBUTION			
0151	OCCS Processing	Cards	1500 (I) 800 (I)	DCSOT (AHABC-00) DCSRF (AHARF-ER)	Cards	1500 (A) 800 (A)	CONARC thru DCSOT CONARC thru DCSRF	Daily as Received "	2 HRS (Estimated)	40 HRS (Estimated)

D-V-A-100

SOURCE PROGRAM LANGUAGE	SYSTEM RESOURCES REQUIRED FOR THIS APPLICATION				PURPOSE OF APPLICATION (SYSTEM)
	MAIN MEMORY	PERIPHERALS		REMARKS	
		QTY	TYPE		
NA	NA	1 1 1 1 1	029 557 519 407 059	PCM Application	

*EXPLAIN HOW COMPUTED Estimated Based on Average Transactions and Processing time required for lack type of machine used.

ANNEX E - MISO-DPA OPERATIONS

1. FUSA Management Systems Office.

a. Mission. The HQ, FUSA Management Information Systems Office (MISO) has the mission to advise the Army Commander and his staff on Management Information Systems; to plan, direct, and implement automated FUSA information and data systems and the FUSA portion of the Automated CONARC Command Echelon Standard Systems (ACCESS) (See Tab E, Appendix I); to exercise operational control over the FUSA Data Processing Activity; to serve as the command contact point for automatic data processing programs, systems, and projects, including automatic data systems; and to serve as coordinator for the Automatic Data Processing Civilian Career Program.

b. Organization. The MISO is organized into three functional areas. They are: Office of the Chief, Plans & Resources Management, and Systems Management Division. The MISO is authorized 16 personnel (See Incl 1).

c. Equipment. The office of the MISO in its ADP management role of all FUSA DPI's and DPA does not physically have or operate any ADPE but rather provides Army level management of all ADP resources.

2. FUSA Data Processing Activity.

a. Mission.

(1) The Data Processing Activity is reflected as a separate paragraph on the TDA of the HQ FUSA Support Element, but functions under the operational control of the Chief, Management Information Systems Office.

(2) The mission of the DPA is to provide automatic data processing systems analysis and design, computer programing, and automatic data processing/punch card machine processing service, on a service center basis, to HQ FUSA, including its requirements directed by higher headquarters, in the Active Army and Reserve personnel, financial, logistical, manpower management, and operations area. As agent of CONARC, under the centralized programing concept, designs, develops, maintains, and provides data processing systems and programs to all other CONUSA for systems assigned (See Tab E, Appendix I).

b. Organization. The DPA is organized into five functional areas. They are: Office of the Chief, Systems Division, Administrative Division, Production Management Division, and Machine Operations Division. The DPA is authorized 123 personnel. (See Incl 2 for Details).

c. Equipment. The FUSA DPA has the following major items of automatic data processing equipment (ADPE): One Burroughs 3500 Computer System, one MAI 407 Tabulator.

3. Impact Analysis of FUSA DPA ADP Support.

a. Support Provided. FUSA headquarters MISO/DPA Operations Systems support or provide input/output to DA, major commands (other than CONARC), CONARC, the FUSA headquarters, and other CONUSA and FUSA installations. In addition to the processing of data the FUSA MISO/DPA provides systems support for CONARC standard systems, FUSA standard systems in addition to its local systems.

b. Impact on Reorganization.

(1) The CONUSA ADP support relationship will have a major impact on the reorganization under the conditions that major turbulence must not take place and uninterrupted flow of data must continue during reorganization. The CONUSA under current procedures for the processing of data in terms of consolidating data, summarizing, supplying automated data to Reserve units, and providing system design, development, implementation, and operational support to both CONARC and installations, and input/output to DA, especially in the Personnel, Manpower and Logistics areas and other major commands makes it an important element in the flow of automated data.

(2) Any reduction or elimination of ADP capability at the CONUSA level without corresponding support being provided at another level, in the opinion of this team (at a higher headquarters) will cause major turbulence, interrupt flow of automated data and thereby degrade the mission support of DA, the two new major commands, and the installations.

2 Inclosures
1. FUSA MISO Organization
2. FUSA DPA Organization

Appendices
I - MISO/DPA ADP Support Relationships
II - MISO/DPA ADP Input/Output Support Relationships

Headquarters, First United States Army
Management Information Systems Office

Office of the Chief

Title	Mil	Civ
Chief	1	
Deputy Chief		1
Secretary		1
Overall Total-3	1	2

Plans and Resources Management

Title	Mil	Civ
ADP Plans & Operations Officer	1	
Computer Specialist		3
Computer Systems Analyst		2
Clerk Typist		1
Overall Total - 7	1	6

Systems Management

Title	Mil	Civ
Supv Computer Spec		1
Computer Specialist		2
Computer System Analyst		3
Overall Total - 6		6

A

MISO Strength Recap
Civ - 14
Mil - 2
Total - 16

— — — — Operational Control

HEADQUARTERS, FIRST UNITED STATES ARMY
DATA PROCESSING ACTIVITY

OFFICE OF THE CHIEF

Title	Mil	Civ
Chief	1	
Data Processing NCO	1	
Computer Systems Sp		1
Secretary		1
Overall Total - 4	2	2

ADMINISTRATIVE DIVISION

Title	Mil	Civ
Chief	1	
Supply SGT	1	
Clerk-Typist	1	
Supply Specialist	1	
Secy/Clerk-Typist		3
Overall Total - 7	4	3

SYSTEMS DIVISION

Title	Mil	Civ
Chief		1
Programer	12	6
Supv Computer Spec		5
Systems Analyst		10
Secy/Clerk-Typist		2
Overall Total - 36	12	24

MACHINE OPERATIONS DIVISION

Title	Mil	Civ
Chief	1	
Data Processing NCO	1	
PCM Operations Supv	1	
Shift Leader	2	
Equipment Repairman	2	
PCM Operator	4	
Computer Systems Supv	3	
Console Operator	12	2
Computer Systems Supv		2
Card Punch Supervisor		3
Card Punch Operator		14
Clerk-Typist	1	
Overall Total - 48	27	21

PRODUCTION MANAGEMENT DIVISION

Title	Mil	Civ
Management Officer	1	
Systems Analyst	2	1
Chief Data Analyst	2	
Data Analyst	5	
Asst Data Analyst	3	
Programer	1	
Console Operator	3	
Asst Console Operator	1	
Management Tech		2
Tape Librarian	2	1
Scheduling Supervisor		1
Stat Analyst Tech		1
Stat Clerk		1
Secretary		1
Overall Total - 28	20	8

Data Processing Activity
Strength Recap: Civ - 58
Mil - 65
Total -123

APPENDIX I - MISO/DPA ADP SUPPORT RELATIONSHIPS

1. This appendix depicts the MISO/DPA ADP Support Relationships between the FUSA MISO/DPA, Directorate Staff, and Tenant Commands.

2. The CG, HQ, FUSA, in addition to providing command and control of units and activities within FUSA, has as one of his primary missions to command, supervise, and support all US Army troop units located within assigned geographical areas, except those expressly assigned by HQ DA, to another command or agency. (See Tab C for details). To assist in performing these missions, FUSA has MISO/DPA ADP resources and also a limited Automatic Data Processing (ADP) capability within its functional staff. This additional ADP support is provided by the FUSA Telecommunications Center (AUTODIN), the Office of the Provost Marshal (FUSA Terminal of the FBI National Crime Information Center (NCIC), and the FUSA Recruiting District.

3. The HQ, FUSA, Management Information Systems Office has the mission for planning, directing, and implementing automated FUSA information and data systems and the FUSA portion of the Automated CONARC Command Echelon Standard Systems (ACCESS). (See TAB D for details). In turn, the MISO exercises operational control over the FUSA Headquarters Data Processing Activity (DPA). Through the DPA the MISO provides automatic data processing systems analysis and design, computer programing and automatic data processing/punch card machine processing service, on a service center basis, to HQ, FUSA. This ADP support includes the capability to meet FUSA ADP requirements as directed by higher headquarters in the Active Army and Reserve personnel, financial, logistical, manpower management and operations areas. (See Tab E for details).

4. HQ, FUSA has a policy of 100% centralization of data reduction capabilities except in one instance where the functional area (DCSCOMPT) can justify decentralized data reduction capabilities. One card punch machine is identified in the DCSCOMPT functional area (See Tab B for details).

5. The FUSA DPA is identified under DPI code S100. As stated in paragraph 2 above, the following FUSA functional staff have ADPE capability:

a. DPI # Z100: FUSA Telecommunications Center (AUTODIN)

b. DPI # NONE: Office of the Provost Marshal (FUSA Terminal of the FBI National Crime Information Center (NCIC).

c. DPI # NONE: US Army First Recruiting District.

6. HQ, FUSA has the following major items of ADPE to support its ADP functions:

a. Computers - HQ, FUSA staff elements:

*(1) B-3500, FUSA DPA

*(2) U-9000-5; U-418, FUSA Telecommunications Center

(3) Western Union Teletype, Model #35, Office of the Provost Marshal.

b. Computers - HQ, FUSA Tenant Activity: Vitel 940; Vitel 1041, US Army First Recruiting District.

* - required peripheral and data reduction equipment is also on hand.

c. Distribution of ADPE by organization is shown at Tab B. For detail descriptions of ADPE located at FUSA units and its tenant activity, see Annex C.

7. Organization, mission and functions of the FUSA staff elements identified above that have ADP related requirements are shown at Tab C - G of this appendix.

8. Impact Analysis.

a. Methodology.

(1) A detail collection effort was conducted by the MISO/DPI team in the MISO/DPA area of interest in terms of mission, functions and total ADP resources, i.e., personnel, systems, operations, procedures, and equipment, and in specific terms of systems generated reports.

(2) The team provided a check list of systems being supported by each FUSA functional staff element to each functional team member for the purpose of tracking reports flow by system code or other means (e.g., Reports Control Symbol (RCS), Reports Title or other reports descriptions). Additionally, the ADP team coordinated and cross-checked with each functional team member their collection efforts in reports flow validation/verification.

(3) This tracking effort also included insuring with each functional team member that all FUSA reports were accounted for and validated in his respective area of functional interest.

(4) Further, the team insured that system and reports data validation/verification was collected from each functional team to support systems/reports flow analysis to be conducted on return to HQ CONARC.

(5) Finally, the team asked the question, How important is HQ, FUSA to higher and lower headquarters? This question was answered by an analysis conducted of how dependent are DA, major commands other than CONARC, CONARC, other CONUSA, and installations on FUSA ADP support.

b. Analysis of ADP Support of Current Commands and Installations.

(1) It was determined that:

35 Systems are being operated at FUSA and of these 35,
27 provide data to CONARC,
15 are local FUSA
2 are FUSA standard
14 provide data from FUSA to installation,
three DA functional staff elements (DCSPER, USAMSSA and DCSLOG) provide
5 systems flow direct to FUSA,

two major commands (LANTCOM and USAREUR) provide systems flow direct to FUSA,

five CONARC functional staff elements (DCSCOMPT, DCSPER, DCSIT, DCSOPS/Reserve Forces, and DCSLOG) provide

12 systems flow direct to FUSA.

(2) The above list falls within the following classifications:

Multi-Service System	(1)
Multi-Command System	(3)
CONARC Standard Systems	(13)
CONARC Non-Standard Systems	(1)
FUSA Standard Systems	(2)
FUSA Local Systems	(15)
TOTAL	35

(3) Primarily, the majority of ADP processing at FUSA is centered in the personnel reporting system (CARMOCS). The other major areas are in reserve, manpower and unit readiness.

c. Impact on Reorganization.

(1) Major Impact. The analysis revealed that reorganization will have a major impact initially at the CONUSA level in MISO/Data Processing if the shift is to a higher or lower level without all ADP requirements having been identified and ADP systems operational at the selected level of command.

(2) This major impact is based primarily on the requirement and need for uninterrupted flow of data during reorganization. Any reduction or elimination of ADP resources capability at CONUSA level without corresponding support being provided at another level and in the opinion of this team, at a higher level, will cause major turbulence, interrupt flow of data and thereby degrade the ADP mission support of DA, the two new major commands, and the installations.

d. Potential Savings. In providing resources at another location initially savings will not be realized. Savings will be realized only when:

(1) Functional requirements in terms of ADP have been identified for Doctrine and Training Command and Force Command, are operational and are less than the requirements eliminated. This could be achieved by consolidation and standardization of systems currently supported at the CONUSA.

(2) DA has relieved the CONUSA of automated reporting requirements.

9. Desirable Improvements. Presently, the ADP support for HQ, FUSA staff/activities (DPI S100) and that for Fort Meade Garrison (DPI S145) are completely separate functions. If phase-out of the CONUSA MISO/DPA capability is in excess of two years, consideration should be given, for purposes of increased management of ADP resources, to the consolidation of these DPI's under a centralized service center concept. The centralization of ADP operations under one roof, one chief and one concept of management has many advantages. Areas such as

supply, administration, control, tape librarian, and computer scheduling can be consolidated with each other thereby reducing the staff of each office. The personnel that support the IBM 360/30 can cross-train with and act as back-up for the personnel who support the Burroughs B3500, or other ADPE, and vice versa. The other area where savings are made is in the management area. Management can be combined thereby saving on management personnel and clerical staff who support them. In addition, routines can be developed so that one computer can back-up the other in case of down time. While the 360 is used to support garrison and the B3500 to support FUSA it is in the mutual interest of both commanders to have routines on the other computer to back-up present or future requirements. Finally, PCM can be combined with a savings in equipment needed to support the computers.

Tabs

A - CONUSA Survey Form
B - Flow Chart
C - Organization Chart (FUSA)
D - Organization Chart (MISO)
E - Organization Chart (DPA)
F - Organization Chart (Telecommunications)
G - Organization Chart (Provost Marshal)

CONUSA SURVEY FORM

FUNCTIONAL AREA MISO/DPA

POINT OF CONTACT COL C.H. Willingham

NAME OF OFFICE HQ, First US Army MISO

TELEPHONE 6328/6329

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
(1) Office of the Chief	A,B,C,D,E, F,G	2,1	3	3	2,1*	* Reference Par 7-8 to final report - implementation proposals for MISO & ADP Support. These decision points will phase-out when the Force Command acquires the capability to provide uninterrupted flow of data. (In the case of Third Army this decision point would become Code 3,1).
(2) Plans & Resources Mgmt	B,C,F,G	2,1	7	5	2,1*	
(3) Systems Management	B,C,F,G	2,1	6	4	2,1*	
TOTALS			16	12		

E-I-A

CONUSA SURVEY FORM

FUNCTIONAL AREA MISO/DPA

POINT OF CONTACT LTC D.C. Schramm

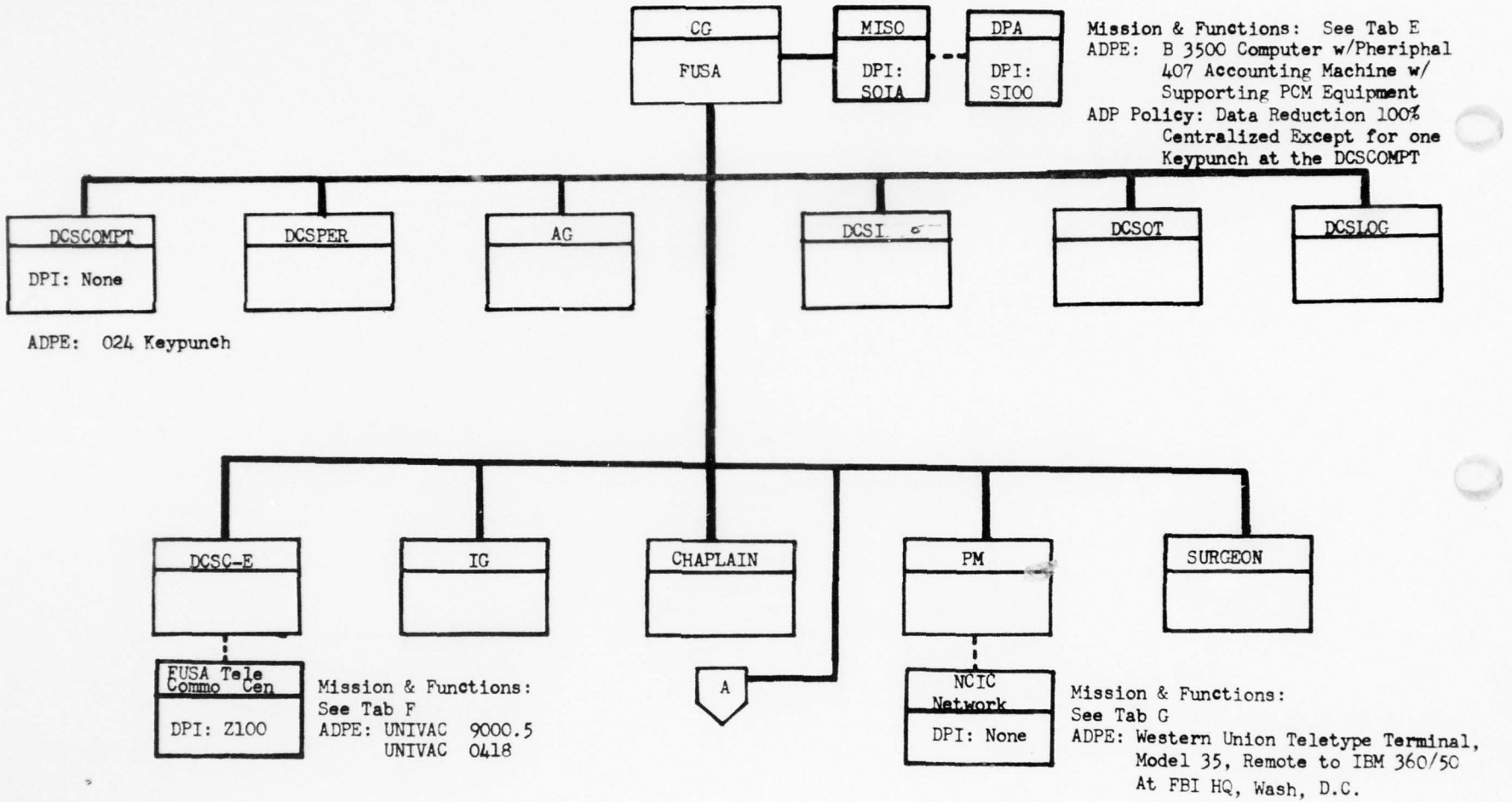
NAME OF OFFICE HQ, First US Army DPA

TELEPHONE 4771/4713

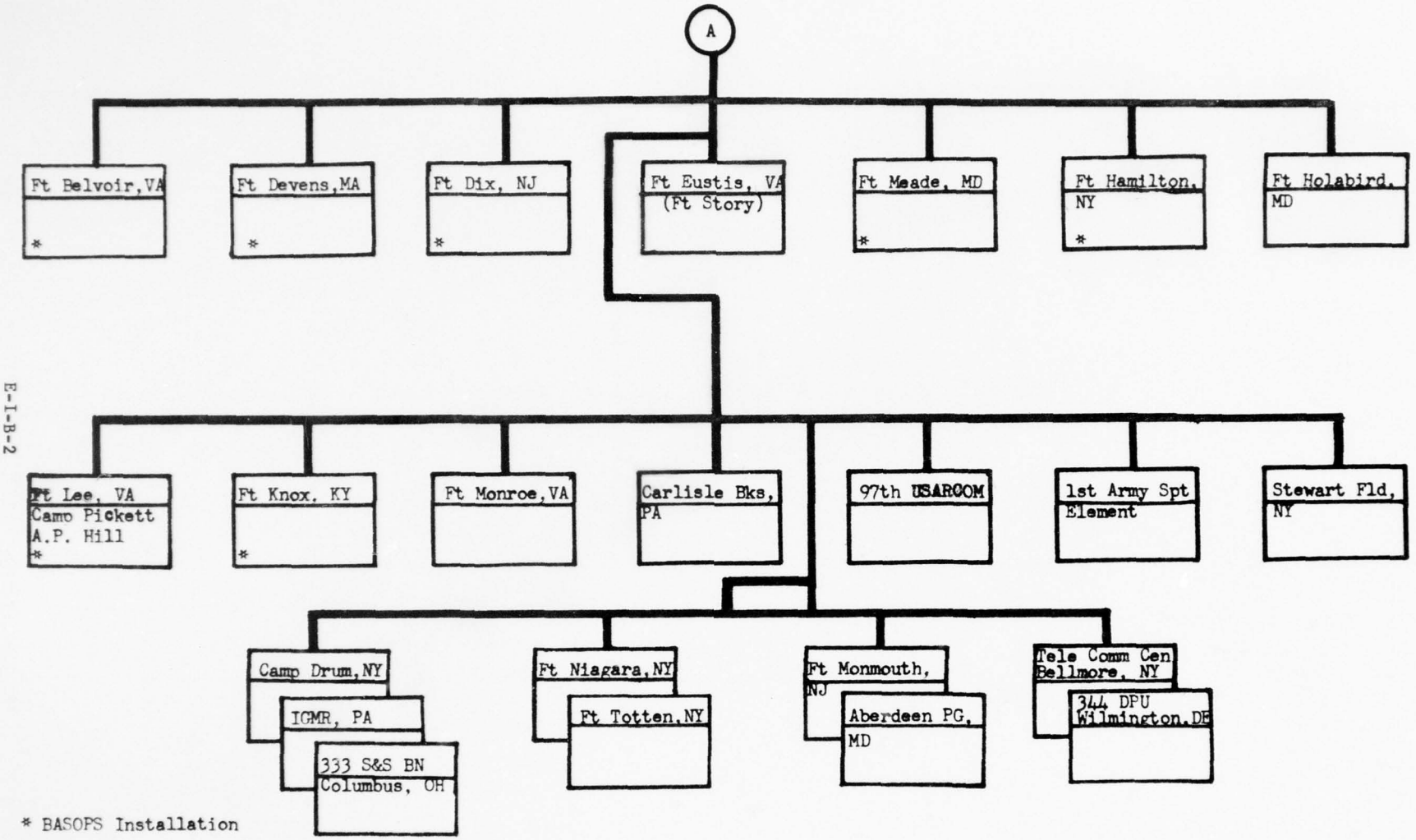
	(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
(1)	Office of the Chief	A,D,E,G	2	4	4	2*	* Reference Para 7-8 to final report - implementation proposals for MISO & ADP support. This decision point will phase-out when the Force Command acquires the capability to provide uninterrupted flow of data. (In the case of Third Army this decision point would become Code 3).
(2)	Administrative Div	B	2	7	9	2*	
(3)	Systems Division	B,C	2	36	25	2*	
(4)	Machine Operations Division	B,C	2	48	44	2*	
(5)	Production Mgmt Div	B	2	28	18	2*	
	TOTALS			123	100		

E-I-A-2

MISO/DPA ADP SUPPORT RELATIONSHIPS
HEADQUARTERS, FIRST UNITED STATES ARMY



MISO/DPA ADP SUPPORT RELATIONSHIPS
HEADQUARTERS, FIRST UNITED STATES ARMY

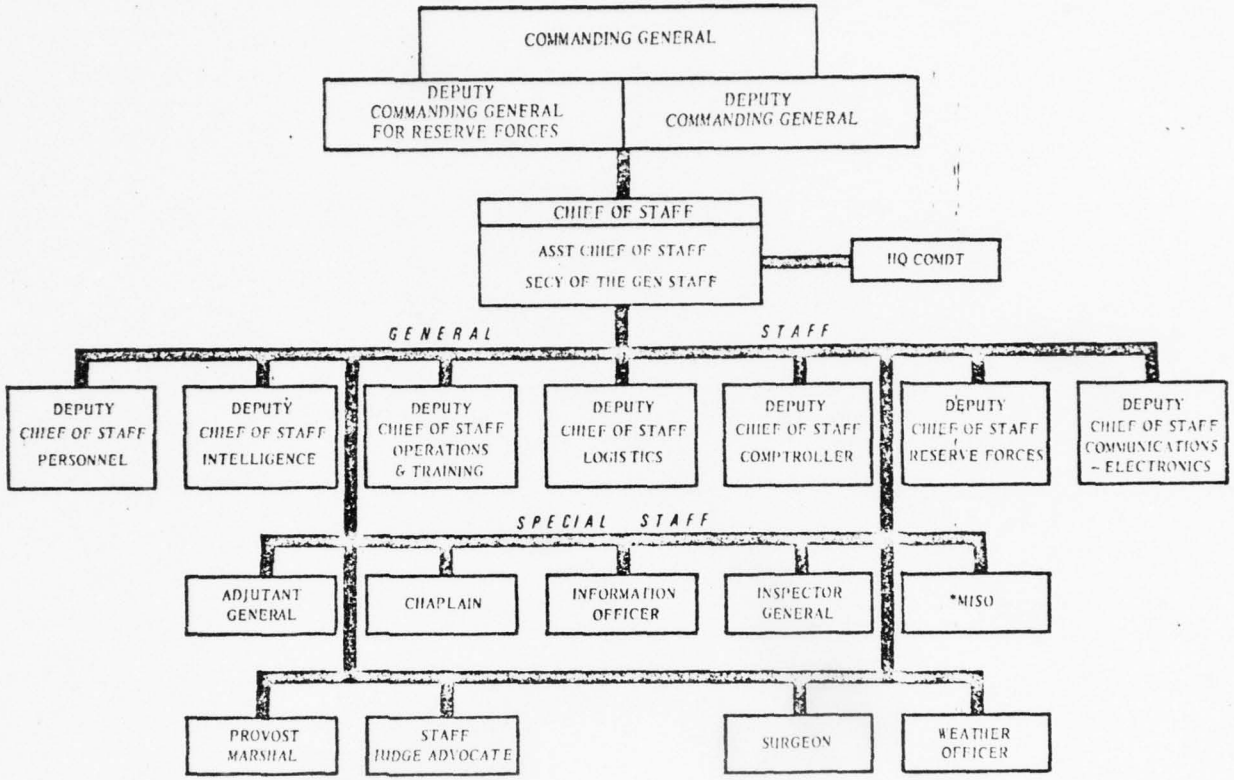


E-I-B-2

* BASOPS Installation

E-I-C

HEADQUARTERS FIRST UNITED STATES ARMY



*MANAGEMENT INFORMATION SYSTEMS OFFICER

HEADQUARTERS FIRST UNITED STATES ARMY

COMMANDING GENERAL

Missions

1. To command, supervise, and support all US Army troop units located within assigned geographical areas, except those expressly assigned by HQ, DA, to another command or agency.

2. To command, supervise, and support all CONARC (Class I) installations located within the States of Pennsylvania, Ohio, Kentucky (less Fort Campbell), West Virginia, Delaware, Maryland, Virginia (less certain areas in Maryland and Virginia which are included in the MDW), Maine, Vermont, New Hampshire, Massachusetts, Connecticut, Rhode Island, New York and New Jersey.

3. To command, supervise, and support all Class I activities and supervise and support attached units.

4. To provide support to Class II installations and activities; tenant and satellite units and activities; organizations, units, and personnel of other military departments and commands, and to other departments or agencies of the Government as prescribed in appropriate regulations, directives, or agreements.

5. To provide administrative and logistical support to Class I activities commanded directly by CG, CONARC, which are located on Class I installations. Provide reimbursement to industrial fund custodians for administrative and logistical support provided Class I activities located at industrially funded Class II installations, except where specifically exempted by other funding arrangements.

6. To provide for and coordinate the acquisition, utilization, and management of all personnel, financial, and materiel resources of the command.

7. To organize, train, and equip all units and individuals to perform assigned mission functions and assure an appropriate combat readiness posture.

8. To provide for mobilization expansion, land defense within prescribed geographical area and Military District of Washington, military assistance to civil authority, survival measures, continuity of operations, and support to other commands under conditions of cold, limited, and general war.

9. To command, support, and supervise the training of United States Army Reserve (USAR) Units including those located within the Military District of Washington. Supervise the training of non-unit Ready Reserve personnel (other than mobilization designees not assigned to CONARC) when ordered to active duty for training or annual active duty for training, or when attached to ARNGUS or USAR units within CONUS, including those personnel located within the Military District of Washington.

10. To supervise, inspect, and support the training of Army National Guard including those located within the Military District of Washington.

11. To direct, supervise, and support the Reserve Officers' Training Corps (ROTC) and National Defense Cadet Corps (NDCC) programs, to include those located within the Military District of Washington, and to command and administer the supporting ROTC Instructor Groups.

12. To conduct intelligence activities and training in accordance with guidance and requirements established by CONARC. Supervise and support the military security program.

13. To plan and provide funding, personnel, and logistics support for the National Matches, Camp Perry, Ohio.

14. To supervise the First US Army Survivor Assistance Program.

15. To provide escort service to accompany remains of deceased Army personnel received from Vietnam, European Command, United Kingdom, North Africa and Mediterranean Area, the Azores, Bermuda, Newfoundland, Iceland, and Greenland.

HEADQUARTERS FIRST UNITED STATES ARMY

DEPUTY COMMANDING GENERAL FOR RESERVE FORCES

Functions

1. Advises and assists the Commanding General and acts for him as directed.

2. The Deputy Commanding General for Reserve Forces assists the Commanding General in the command of USAR units, USAR schools, Army Reserve and ARNG Advisory Groups and in all other aspects of his Reserve Components mission, to include the supervision for the training of the Army National Guard in the First US Army area and in the Military District

AD-A047 031 OFFICE OF THE CHIEF OF STAFF (ARMY) WASHINGTON DC MA--ETC F/G 15/5
FUNCTIONAL STUDY OF CONUSA (CONTINENTAL U.S. ARMY) MANAGEMENT.(U)
MAY 72

UNCLASSIFIED

18 OF 20
AD
A047031

of Washington. He is responsible for monitoring the overall program for unit training and operational readiness of the Reserve Forces in the First US Army area within established policies and procedures. For USAR, his responsibilities include organization, planning, personnel support, logistical support, and materiel readiness, inspections, tests, Annual Training (AT), exercises, readiness status and reports. For USARNG, his responsibilities include training planning, support for training at home station and AT within established policies, exercises, maneuvers as appropriate, and inspections.

3. The Deputy Commanding General for Reserve Forces, in areas under his monitorship or as directed, is authorized to make decisions in the name of the Commanding General on matters that follow established policy.

HEADQUARTERS FIRST UNITED STATES ARMY

DEPUTY COMMANDING GENERAL

Functions

1. Advises and assists the Commanding General and acts for him as directed.

2. The Deputy Commanding General is responsible for monitoring the overall program for training of individuals at the replacement training centers established at Fort Dix, New Jersey, and at Fort Knox, Kentucky; for monitoring the overall program for unit training and operational readiness of Active Army units assigned to this Army; for monitoring the ROTC/NDCC program; and for monitoring all plans pertaining to mobilization expansion, land defense, military assistance to the civil authority, survival, continuity of operations and support to other commands under any war conditions. This responsibility includes but is not limited to organization, planning, personnel support, logistical support and materiel readiness; it also includes inspections, tests, exercises, readiness status and reports.

3. The Deputy Commanding General, in areas under his monitorship or as directed, is authorized to make decisions in the name of the Commanding General on matters that follow established policy.

HEADQUARTERS FIRST UNITED STATES ARMY

OFFICE, CHIEF OF STAFF

Functions

1. Formulates and announces policies for the general operation of the headquarters staff.

2. Directs and coordinates staff activities.

3. Manages First US Army Operating Program.

ASSISTANT CHIEF OF STAFF

1. Assists the Chief of Staff on all matters concerning the direction, supervision and coordination of staff activities, and on such matters as the Chief of Staff may direct.

2. Acts for the Chief of Staff in his absence.

3. Exercises Chief of Staff control and approval authority on requests for temporary duty travel.

4. Monitors First US Army Operating Program.

5. Monitors arrangements for ceremonies, reviews and command conferences.

6. Monitors arrangements for official visits to include briefings and receptions in connection therewith.

SECRETARY OF THE GENERAL STAFF

1. Acts as executive officer for the Chief of Staff and as Office Manager of the offices of the Commanding General, Deputy Commanding Generals, and the Chief of Staff.

2. Maintains office of record for the Chief of Staff.

3. Receives officials visiting the headquarters for the purpose of conferring with the Commanding General, Deputy Commanding Generals, and the Chief of Staff.

4. Schedules and monitors the use of special aircraft missions.

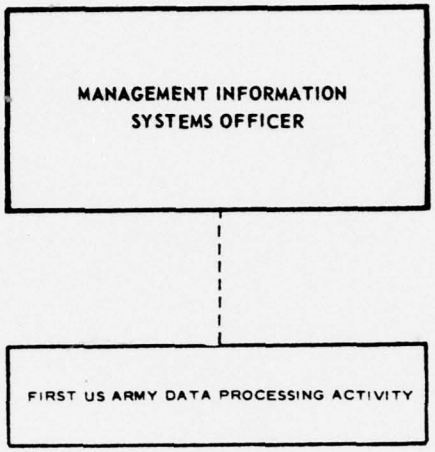
5. Arranges the reception and housing of official visitors.

6. Maintains office control of classified documents and files.

7. Administers the First United States Army Command Activities fund.

E-I-D

HEADQUARTERS FIRST UNITED STATES ARMY



----- *Operational Control*

HEADQUARTERS, FIRST UNITED STATES ARMY

OFFICE, MANAGEMENT INFORMATION SYSTEMS OFFICER

Mission

Advises the Army Commander and his staff on Management Information Systems. Plans, directs, and implements automated First US Army information and data systems and the First US Army portion of the Automated CONARC Command Echelon Standard Systems (ACCESS). Exercises operational control over the First US Army Headquarters Data Processing Activity. Serves as the command contact point for automatic data processing programs, systems, and projects, including automatic data systems. Serves as coordinator for the Automatic Data Processing Civilian Career Program.

Functions

1. Develops and recommends policy relative to the management of ADP resources in consonance with those of higher headquarters, and promulgates directives announcing approval.

2. Evaluates the state of ADP proficiency within the command, and directs the conduct of ADP training programs, as required.

3. Maintains inventory of ADP equipment within the command, and controls distribution and utilization of such equipment.

4. Monitors the Army Resources Conservation Program, as applied to data processing within the command.

5. Acts as liaison to representatives of the data processing industry on all matters pertaining to ADP equipment and services provided commercially to the command.

6. Develops guidance for determining effective management of ADP resources.

7. Administers and coordinates the Civilian ADP Career Program within First US Army.

8. Evaluates the effectiveness of the First US Army information and data systems.

9. Evaluates Headquarters First US Army requirements for new, or modifications to, installed data processing e[illegible]

10. Evaluates and coor[illegible]ntractor performance supporting First US Army installations and activities.

11. Reviews reporting requirements to insure that management by exception is practiced in the processing of information data on ADP equipment.

12. Develops and implements policy concerning the management and operation of installation Data Processing Service Centers.

13. Performs the technical review of and monitors TAADS relative to automatic data processing equipment.

14. Develops and recommends policy relative to the implementation of information and data systems in consonance with those of higher headquarters, and promulgates directives announcing approved policy.

15. Coordinates with higher and lateral headquarters in the development of standardized data processing procedures and directs the implementation of these procedures within the Army command.

16. Coordinates modification of First US Army standard information and data systems, when appropriate.

17. Supervises the extension of standard systems at First US Army installations and activities.

18. Directs the design, maintenance, modernization, and operation of information and data systems within First US Army.

19. Insures the integration of hardware and software systems related to management information and data systems.

FIRST US ARMY DATA PROCESSING ACTIVITY

The Data Processing Activity is reflected as a separate paragraph on the TDA of the Headquarters, First US Army Support Element, but functions under the operational control of the Chief, Management Information Systems Office.

Functions

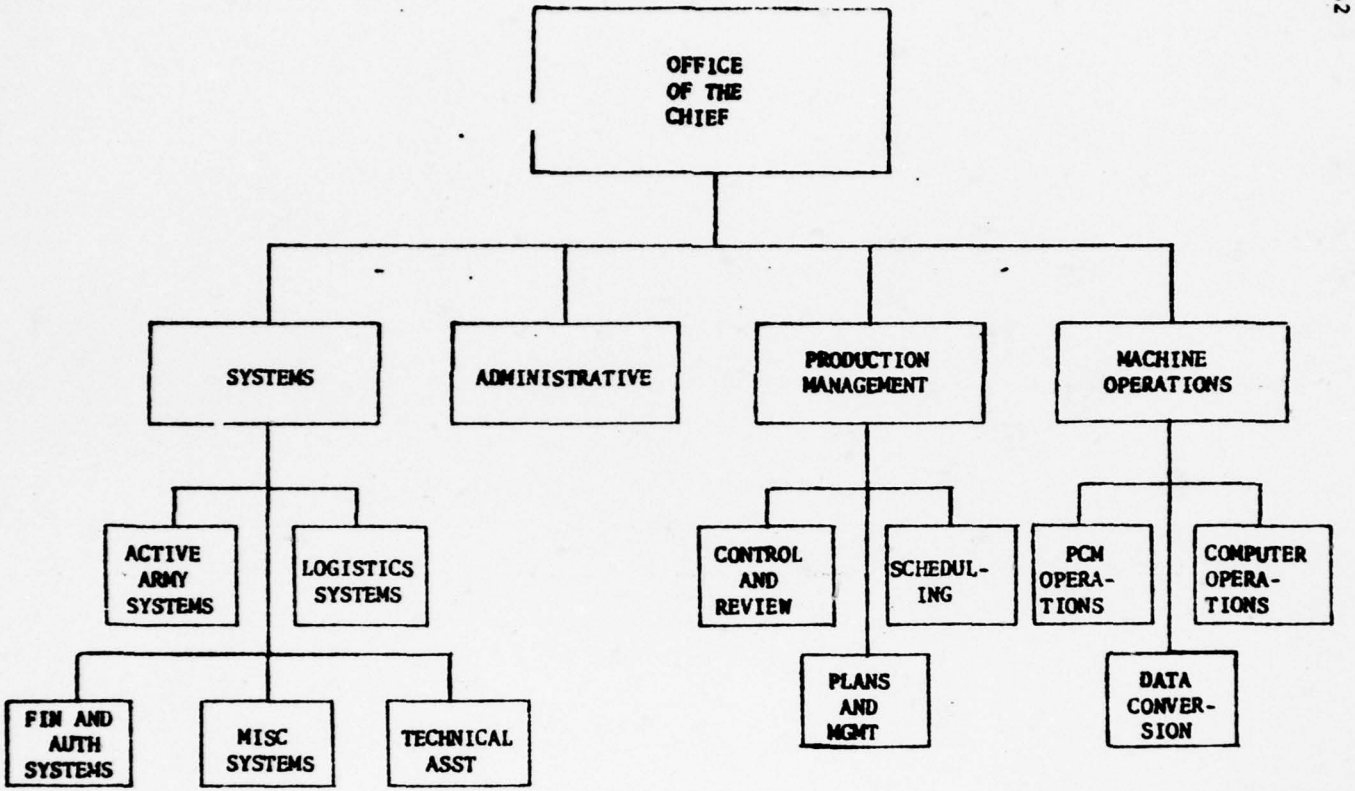
1. Manages the operations of the Data Processing Activity to include administration, systems, operations, control of input and output, resource management, and scheduling.

2. Provides data processing service on a service center basis to Headquarters First United States Army and subordinate commands.

3. As agent for Headquarters United States Continental Army Command, under the centralized programing concept, provides computer programs to other CONUS Armies as directed, to include program writing, maintenance and updating. Prepares Department of the Army and Continental Army Command reports derived from systems maintained, using approved equipment configurations.

4. Provides system analysis service relative to input/output format and data applicable to staff elements within Headquarters First United States Army and other service center customers for whom service is provided.

FIRST US ARMY DATA PROCESSING ACTIVITY



1182

FIRST US ARMY DATA PROCESSING ACTIVITY

MISSION

Provides automatic data processing systems analysis and design, computer programming and automatic data processing/punch card machine processing service, on a service center basis, to Headquarters, First United States Army, including its requirements directed by higher headquarters, in the Active Army and Reserve personnel, financial, logistical, manpower management and operations areas. As agent for CONARC, under the centralized rogramming concept, designs, develops, maintains and provides data processing systems and programs to all other CONUS Armies for systems assigned.

FUNCTIONS

1. Performs all functions relative to the efficient operation of an automatic high-speed electronic data processing equipment system and a supporting electrical accounting machine system.

2. Performs data processing functions associated with the collection, audit and maintenance of data and statistics, and the preparation of reports pertaining to personnel and manpower management, organization, logistics and financial data from certain units, activities and installations within the First United States Army Area.

3. Performs systems analysis and systems design at the data systems level (as differentiated from the functional design level) and programming functions for applications as directed by HQ, CONARC, and in support of local requirements.

4. Provides technical data processing assistance and guidance to staff sections of Headquarters, First United States Army, in the operation of systems for which they are functional proponents and in their development of feasibility studies to establish new data processing applications.

1182

OFFICE OF THE CHIEF

MISSION

To provide supervision, direction and guidance to the elements of the Data Processing Activity.

COMPOSITION

The Office of the Chief consists of the Chief, Deputy Chief, Sergeant Major and Secretary (Stenographer).

FUNCTIONS

CHIEF

1. Directs and coordinates all activities through the Deputy Chief and four division chiefs.

2. Establishes Data Processing Activity administrative, personnel and operational policy.

3. Exercises control over all operations and final approval authority on all actions by DPA elements and personnel.

DEPUTY CHIEF

1. Participates in the overall management of operations, in the development of plans, policy and procedures and in the management of resources.

2. Develops and prepares for publication the guidance for overall plans, policies, procedures, objectives and directives for and in support of the Activity, and action/project assignments announced by the Chief; maintaining control, coordinating, and evaluating and reporting progress in all areas.

3. Closely and continuously monitors and coordinates all aspects of operations to insure that:

a. Appropriate actions are taken to expeditiously and accurately complete all tasks and fulfill all requirements.

b. Follow-up actions are taken when required.

c. Resources are effectively and efficiently used.

d. Regulatory, policy and related directives are being followed.

4. Directs specific attention to monitoring and furnishing guidance on administrative matters such as transportation, security, budgets, "Schedules X", records and forms management, and employee relations.

5. Identifies problem areas by continual observation of operations, questioning status of various projects and tasks; and recommends and/or takes appropriate corrective action.

6. Serves as principle advisor on professional and non-professional civilian personnel matters.

7. Through continual observation and analysis, evaluates operational and personnel performance.

SERGEANT MAJOR

1. As the senior enlisted member of the Activity:

a. Advises the Chief on health, morale and welfare of enlisted personnel.

b. Recommends policy on personnel, personnel utilization and administrative matters.

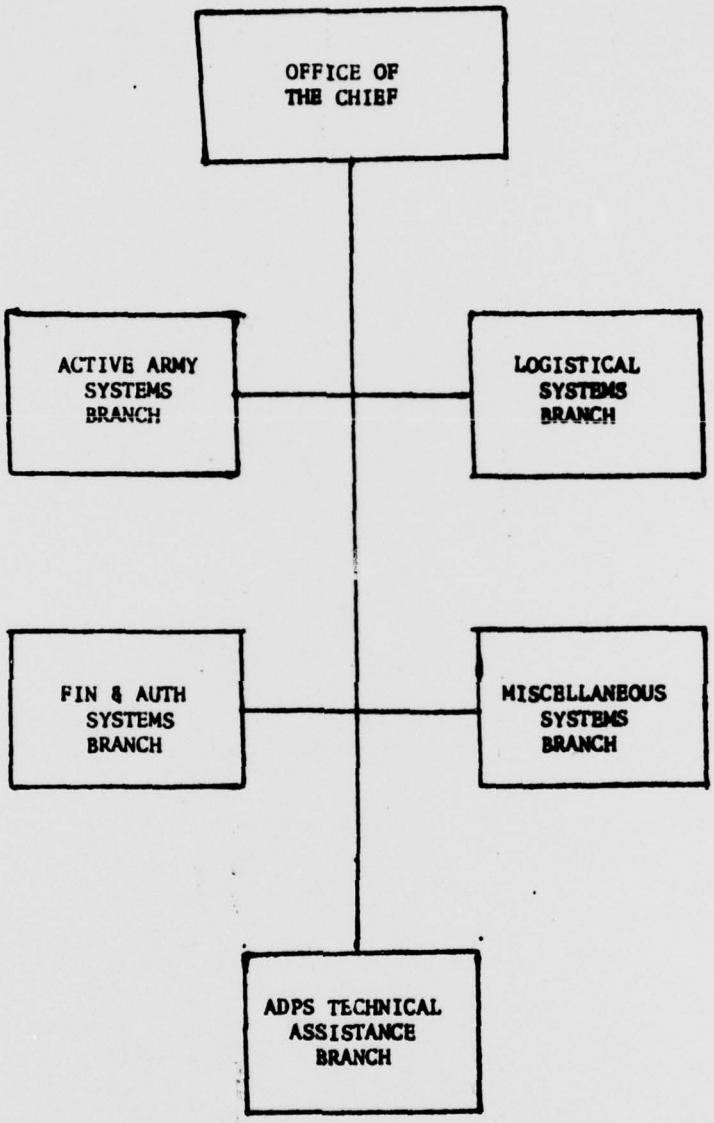
c. Coordinates DPA detail requirements, both internal to the operation and with the Headquarters Company, FUSASE, and monitors maintenance and appearance of the DPA area.

d. Acts as liaison between HQ, FUSASE, and HQ Company, FUSASE, and the Chief, Data Processing Activity.

2. Participates in the overall management of operations, in the development of plans, policy procedures, and in the management of resources.

3. Furnishes technical advice and recommends methods of changes to procedures for handling actions and meeting requirements as a Data Processing Activity.

SYSTEMS DIVISION



1182

SYSTEMS DIVISION

MISSION

To analyze, design, develop and maintain automated data processing systems (ADPS) and programs; to prepare and modify computer programs; to maintain executive software; to develop and maintain complete documentation on all ADP/PCM systems; and to provide computer programs and documentation to other CONUS Armies as directed under CONARC's standardized systems concept.

COMPOSITION

The Systems Division consists of an Office of the Chief, the ADPS Technical Assistance Branch, the Active Army Systems Branch, the Logistical Systems Branch, the Finance and Authorization Systems Branch, and the Miscellaneous Systems Branch.

OFFICE OF THE CHIEF

COMPOSITION

The Office of the Chief consists of a Chief, Systems Division, and a Secretary.

FUNCTIONS

1. Plans and directs the technical and administrative operation of the five branches of the Systems Division in the design and development of ADP systems and the preparation and modification of programs.

2. Participates in all major plans for standardization or technological advances oriented toward ADP equipment and systems.

3. Maintains liaison with private industry and government agencies on matters pertaining to future and existing applications of ADP systems and equipment.

4. Establishes systems analysis and programming standards, methods and techniques.

5. Provides for the training of division personnel in systems analysis and programming functions.

6. Reviews proposed new or revised data processing applications and recommends acceptance or rejection.

7. Performs the main liaison function with the proponent ISO for system development.

8. Publishes systems and programming directives necessary for the execution of approved data processing projects.

9. Controls the establishment and maintenance of operating systems.

10. Accomplishes administrative functions, i.e., maintaining time and attendance records, filing, routing of correspondence, preparation of statistical and management reports, and furnishes typing support for the entire division.

11. Conducts appraisal of systems in operation and directs modifications and enhancement to obtain optimum benefits through maximum equipment utilization and integration with other systems.

12. Renders technical advice to the DPA Chief on matters pertaining to ADP systems and programs.

435

1182

ACTIVE ARMY SYSTEMS BRANCH

MISSION

To design, develop and/or maintain ADP systems and programs required to process and maintain data, and to prepare reports in the Active Army Personnel area.

COMPOSITION

The Active Army Systems Branch consists of a Branch Chief and sufficient Systems Analysts and Programmers to accomplish the assigned functions.

FUNCTIONS

1. Gathers and analyzes information on data input and output requirements used in planning, development and maintenance of automated data processing systems.

2. Develops general systems plans, systems logic and designs data bases, inputs/outputs, and code structures for all local and designated CONARC standard systems and documents each phase in accordance with established standards; and provides computer programs and system documentation to other CONUS Armies as directed.

3. Prepares generalized and detailed flow charts and block diagrams to reflect operations required to accomplish desired results.

4. Develops, writes, compiles, and tests computer programs and PCM procedures as necessary to produce desired end products.

5. Maintains the system and program documentation for all programmed applications.

6. Develops and writes job directives used as guidelines and procedure in data processing throughout the DPA.

7. Monitors ADP and PCM systems.

8. Estimates systems development cost and time data for proposed, new and revised data processing applications.

9. Establishes and maintains, on a current basis, a policy and history file for each report and project area.

10. Maintains liaison with other elements of the Data Processing Activity, First US Army staff sections, and Department of the Army agencies regarding data processing matters.

11. Conducts system analyst and programmer training as required.

12. Accomplishes administrative functions; i.e., filing, preparation of weekly/monthly project status reports, etc., required to support the division mission.

13. Accumulates workload data for purpose of determining personnel and equipment requirements.

536

1182

LOGISTICAL SYSTEMS BRANCH

MISSION

To design, develop and/or maintain ADP systems and programs required to process and maintain data, and to prepare reports in the logistic area.

COMPOSITION

The Logistical Systems Branch consists of a Branch Chief and sufficient Systems Analysts and Programmers to accomplish the assigned functions.

FUNCTIONS

1. Gathers and analyzes information on data input and output requirements used in planning, development and maintenance of automated data processing systems.

2. Develops general systems plans, systems logic and designs data bases, inputs/outputs, and code structures for all local and designated CONARC standard systems and documents each phase in accordance with established standards; and provides computer programs and system documentation to other CONUS Armies as directed.

3. Prepares generalized and detailed flow charts and block diagrams to reflect operations required to accomplish desired results.

4. Develops, writes, compiles, and tests computer programs and PCM procedures as necessary to produce desired end products.

5. Maintains the system and program documentation for all programed applications.

6. Develops and writes job directives used as guidelines and procedures in data processing throughout the DPA.

7. Monitors ADP and PCM systems.

8. Estimates systems development cost and time data for proposed, new and revised data processing applications.

9. Establishes and maintains, on a current basis, a policy and history file for each report and project area.

10. Maintains liaison with other elements of the Data Processing Activity, FUSA staff sections, and Department of the Army agencies regarding data processing matters.

11. Conducts system analyst and programmer training as required.

12. Accomplishes administrative functions; i.e., filing, preparation of weekly/monthly project status reports, etc., required to support the division mission.

13. Accumulates workload data for purpose of determining personnel and equipment requirements.

1182

ADPS TECHNICAL ASSISTANCE BRANCH

MISSION

To provide technical guidance and control to Systems Division branches, Scheduling Branch and Computer Operations Branch in the use of technical automatic data processing standards and procedures for the development, testing, operation and maintenance of all ADP systems.

COMPOSITION

The ADPS Technical Assistance Branch consists of a Branch Chief, a Clerk Typist, and sufficient Systems Analysts and Programmers to accomplish the assigned functions.

FUNCTIONS

1. Serves as focal point for receipt, control and coordination of programs and program changes received from USACSC, USAAC, Third, Fifth and Sixth US Armies pertaining to standard systems.

2. Serves as the Problem Reporting System control point for reporting, processing and ultimate resolution of difficulties encountered in the implementation, operation and maintenance of multi-command and other systems.

3. Directs and controls the updating and maintenance of processing and systems program libraries; maintains a current index of all program runs and program index serial numbers, schedules according to priorities and coordinates compilation, recompilation and testing of all programs and systems; controls and assigns programming priorities to assure the maximizing of processing time and run priority integrity.

4. Maintains library of all software utility programs and technical publications; designs and develops special utility programs; prepares detailed procedures and specific operating instructions for certain specialized software; reviews, approves, rejects, initiates and forwards requests for additional software to USACSC.

5. Reviews all programs and documentation for technical soundness and adherence to established policy and standards.

6. Maintains the B-3500 Time Accounting and Billing System, Workload Control and Tape Library System, and Master Control Program (MCP).

7. Conducts analyst/programmer training as required.

8. Accomplishes administrative functions; i.e., filing, reporting, typing, etc., required to support the division mission.

9. Accumulates workload data for purpose of determining personnel and equipment requirements.

10. Recommends changes to the Activity's equipment including modification.

538

1182

FINANCE AND AUTHORIZATION SYSTEMS BRANCH

MISSION

To design, develop and/or maintain ADP systems and programs required to process and maintain data, and to prepare reports in the Army Finance area (e.g., CINFARS, CAST) and Personnel Authorization TOE/TDA area (e.g., TAADS, AMUS, Contingency Plan Troop List, Force Accounting XV Report, 1A Mobilization Troop Program, 1A TOE Troop List).

COMPOSITION

The Finance and Authorization Systems Branch consists of a Branch Chief and sufficient Systems Analysts and Programmers to accomplish the assigned functions.

FUNCTIONS

1. Gathers and analyzes information on data input and output requirements used in planning, development and maintenance of automated data processing systems.

2. Develops general systems plans, systems logic and designs data bases, inputs/outputs, and code structures for all local and designated CONARC standard systems and documents each phase in accordance with established standards; and provides computer programs and system documentation to other CONUS Armies as directed.

3. Prepares generalized and detailed flow charts and block diagrams to reflect operations required to accomplish desired results.

4. Develops, writes, compiles, and tests computer programs and PCM procedures as necessary to produce desired end products.

5. Maintains the system and program documentation for all programmed applications.

6. Develops and writes job directives used as guidelines and procedure in data processing throughout the DPA.

7. Monitors ADP and PCM systems.

8. Estimate systems development cost and time data for proposed, new and revised data processing applications.

9. Establishes and maintains, on a current basis, a policy and history file for each report and project area.

10. Maintains liaison with other elements of the Data Processing Activity, First US Army staff sections, and Department of the Army agencies regarding data processing matters.

11. Conducts system analyst and programmer training as required.

12. Accomplishes administrative functions; i.e., filing, preparation of weekly/monthly project status reports, etc., required to support the division mission.

13. Accumulates workload data for purpose of determining personnel and equipment requirements.

1182

MISCELLANEOUS SYSTEMS BRANCH

MISSION

To design, develop and/or maintain ADP systems and programs required to process and maintain data; and to prepare reports in the areas of US Army Reserve Personnel, Performance Analysis, Civilian Personnel, Active Army and Reserve Unit Readiness, Operational Command Control, Military Family Housing, Retired Per nnel, Accident Statistical Reporting, Military Construction of the Army, Inventory of Real Property, Army Aviation Status Reporting, AUTODIN Transmission and other miscellaneous applications.

COMPOSITION

The Miscellaneous Systems Branch consists of a Branch Chief and sufficient Systems Analysts and Programmers to accomplish the assigned functions.

FUNCTIONS

1 Gathers and analyzes information on data input and output requirements used in planning, development and maintenance of automated data processing systems.

2. Develops general systems plans, systems logic and designs data bases, inputs/outputs, and code structures for all local and designated CONARC standard systems and documents each phase in accordance with established standards; and provides computer programs and system documentation to other CONUS Armie as directed.

3. Prepares generalized and detailed flow charts and block diagrams to reflect operations required to accomplish desired results.

4. Develops, writes, compiles, and tests computer programs and PCM procedures as necessary to produce desired end products.

5. Maintains the system and program documentation for all programmed applications.

6 Develops and writes job directives used as guidelines and procedure in data processing throughout the DPA.

7. Monitors ADP and PCM systems.

8. Estimates systems development cost and time data for proposed, new and revised data processing applications.

9. Establi es and maintains, on a current basis, a policy and history file for each report and project area.

10. Maintains liaison with other elements of the Data Processing Activity, First US Army staff sections, and Department of the Army agencies regarding data processing matters.

11. Conducts system analyst and programmer training as required.

12. Accomplishes administrative functions; i.e., filing, preparation of weekly/monthly project status reports, etc., required to support the division mission.

13. Accumu.tes workload data for purpose of determining personnel and equipment requirements.

ADMINISTRATIVE DIVISION

ADMINISTRATIVE DIVISION

1182

ADMINISTRATIVE DIVISION

MISSION

To provide administrative and logistical services in support of the assigned mission of the Data Processing Activity and to provide administrative services in support of the Management Information Systems Office.

COMPOSITION

The Administrative Division consists of the Chief, Administrative NCO, Supply NCO, and sufficient clerical and supply personnel to perform the assigned functions.

FUNCTIONS

1. Coordinates and supervises the administrative operations within the DPA.

2. Administrative

a. Maintains a complete library of regulations and other directives necessary for reference in the operation of the DPA, including maintaining a record and reference set of DPA non-technical directives and policy statements.

b. Operates the DPA forms management program including requisitioning, controlling, revising, maintaining a supply of and distributing forms and form letters.

c. Supervises the DPA records management program including maintaining the administrative files for the DPA.

d. Prepares and updates applicable DPA memorandums and coordinates with MISO in the preparation and updating of MISO memorandums.

e. Maintains suspense file on correspondence and initiates tracer action when necessary.

f. Prepares various administrative reports and correspondence for the DPA.

g. Provides secretarial, clerical and typing assistance for the MISO and other DPA elements when required.

h. Provides all other functions incident to the control of all DPA administrative services matters.

i. Prepares, coordinates and supervises the implementation of special non-technical plans, such as fire, defense and security of the DPA physical area.

1182

3. Personnel

a. Prepares recommendations concerning military awards, decorations and retirements.

b. Assists in preparing Requests for Personnel Actions concerning name changes, withholding tax, bond deductions, etc., forwards to Civilian Personnel and Finance Office when appropriate.

c. Reviews and consolidates supervisors' recommendations for promotion, insuring compliance with pertinent directives and availability of promotion vacancies.

d. Conducts in/out processing of all personnel.

e. Interviews and assigns incoming enlisted personnel, recommends and announces assignment of officer personnel.

f. Prepares and maintains the TDA for MISO-Support DPA positions to assure that requirements and authorizations agree with current First US Army Manpower Vouchers.

g. Prepares and maintains the DPA personnel information roster reflecting authorized and actual positions by element, grade and MOS.

h. Updates the official military enlisted Personnel Inventory Roster when received from Unit Personnel Branch, Headquarters, First US Army.

i. Coordinates the collection and publication of manpower management information.

j. Prepares requests for orders reclassification or reassignment when appropriate.

k. Maintains personnel data records concerning position incumbent, including civilian Employee Record Card (OF-4b).

l. Controls and prepares SF 52 (Request for Personnel Action) for establishing, abolishing or changing civilian positions, and for appointments, reassignments, promotion and resignation of personnel.

m. Assists division chiefs in preparing civilian job descriptions.

n. Distributes Time and Attendance Reports (FGGM AHBMF-BD Form 6) to branch chiefs and reviews completed forms prior to delivering to Post Finance.

o. Collects civilian pay checks and Earnings and Leave Statement (DA Form 2790) and distributes to employees.

p. Prepares various required civilian personnel reports including the quarterly Minority Group Report and bi-weekly reports of overtime funds expended.

q. Conducts awards and promotion ceremonies.

4. Security

a. Provides for control, routing, security and proper destruction of classified documents within the DPA.

b. Processes requests to obtain or validate security clearances for all personnel and insures that all personnel receive the appropriate level of security clearance.

c. Announces the requirement and maintains records of completion of required reading of security directive files and indoctrination attendance.

d. Conducts security briefings and debriefings during in/out processing.

e. Enforces overall physical security of the DPA.

5. Supply

a. Secures and services organizational type property.

b. Accomplishes storage of expendable and non-expendable supplies to preclude loss (theft) and/or deterioration.

c. Provides DPA level supply support to include:

(1) Requisition in ample lead time to insure all required operating supplies are on hand when needed.

(2) Maintains continuous account of all supplies through records and inventory.

(3) Prepares necessary documentation for inventory adjustments, reports of survey, etc.

(4) Issues office supplies to DPA elements upon request.

(5) Delivers machine operational supplies in sufficient quantities to insure uninterrupted operations.

1182

5. Prepares, in coordination with the Chief, Machine Operations, and Chief, Production Management, necessary documentation for issue and turn-in of rented and/or government-owned ADP equipment.

6. Provides distribution center service including:

a. Opens, separates and routes all unclassified incoming mail and correspondence.

b. Collects, wraps and seals and dispatches all official outgoing mail.

c. Maintains logs of incoming and outgoing certified and registered mail.

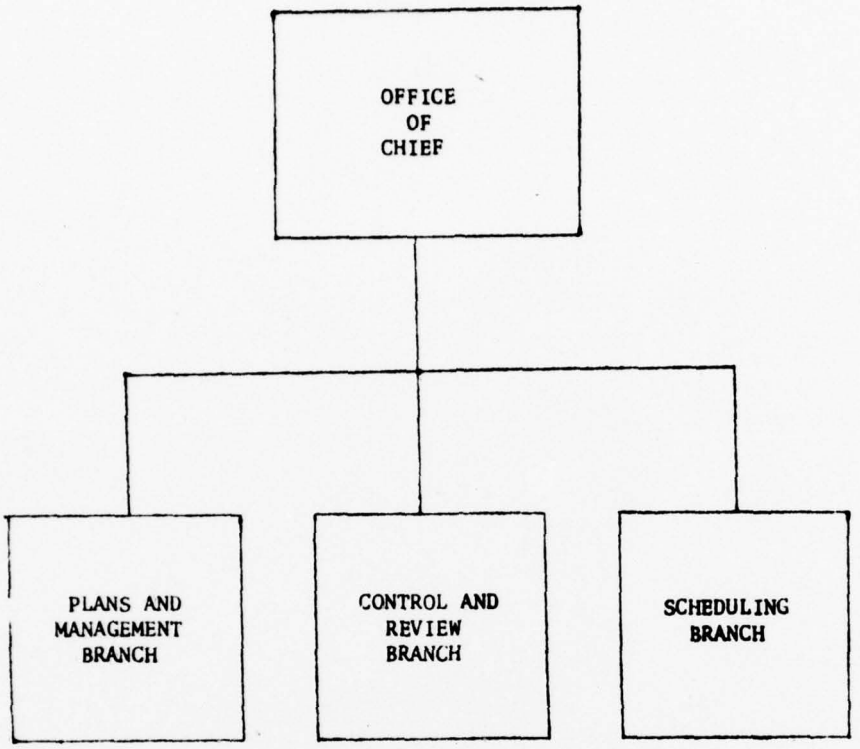
7. Performs duties of transportation coordinator and provides pick-up and delivery services for mail and supplies.

8. Performs information office tasks related to DPA activities and personnel.

9. Prepares, submits and maintains manpower utilization records and statistics for personnel of the Division.

10. Provides continuous training and cross-training for personnel assigned to the Division.

PRODUCTION MANAGEMENT DIVISION



PRODUCTION MANAGEMENT DIVISION

MISSION

To provide management and production controls over the resources and workload of the Data Processing Activity to insure a smooth flow of the successful production of approved work.

COMPOSITION

This Division consists of the Office of the Chief, the Plans and Management Branch, the Control and Review Branch, and the Scheduling Branch.

OFFICE OF THE CHIEF

COMPOSITION

The Office of the Chief consists of the Chief, Production Management Division, a computer systems analyst and a secretary typist.

FUNCTIONS

1. Plans, supervises and coordinates the operations of the three branches to insure mission accomplishment.

2. Evaluates all plans, reports and similar documents prepared within the division to insure they conform with existing policy, are complete in detail and content.

3. Directs the preparation of, reviews and submits to the Chief for approval the Activity-wide plan of operations balancing workload and total resources to achieve the most effective use of data transmission and data processing capabilities.

4. Evaluates requirements and resources and recommends priority adjustments for accomplishing requirements based upon a constant awareness of criticality of suspense dates, and equipment and personnel capabilities and limitations.

5. Insures proper coordination between organizational elements and gives direction to their efforts to achieve maximum efficiency in the development and production of present and future requirements.

6. Directs the preparation of, reviews and submits to the Chief recommendations to improve current or proposed systems, including improved methods for (1) accomplishing requirements, (2) producing higher quality products, (3) reducing workload and (4) promoting security.

7. Directs the planning, development, implementation and necessary revisions to the Quality Standards Program.

8. Authorizes and coordinates the expenditure of resources available within the Activity to meet known requirements; advises the Chief, DPA, of anticipated projects and furnishes estimates of resource requirements and capability of providing the desired service. In the case of overtime, coordination includes obtaining authority from the Chief, DPA, to commit overtime funds.

9. Serves as principle liaison officer with Headquarters Staff elements ISO's on matters pertaining to production.

a. Provides internal and external coordination on all current and planned data processing support including coordination of proponent and DPA actions for projects requiring "after duty hour" DPA support.

b. Identifies and resolves production related problems, including those resulting from late or non-receipt of input or DPA failure to meet production schedules.

c. Advises customers on procedures and assists in coordinating customer desired changes to end products.

10. Assists in the preparation and modification of DPA directives to insure completeness, accuracy and communication ability of the documents.

11. Approves one-time requests requiring only basic job-steps.

12. Resolves management control and production control problems by taking positive corrective action, and recommends changes to preclude recurrence.

13. Monitors systems development, maintenance and operation to:

a. Effect the most efficient use of personnel, equipment and other resources.

b. Determine and evaluate causes of delays or failures and recommend improvements to prevent recurrences.

c. Recommend resolution for conflicts of priorities.

1182

PLANS AND MANAGEMENT BRANCH

MISSION

To establish and maintain the Data Processing Activity's master operating schedule; to establish and maintain the personnel training program; to establish and maintain the Quality Standards Program; to establish and maintain the short and long range Data Processing Activity plans; and to perform various managerial tasks and prepare related reports.

COMPOSITION

The Plans and Management Branch consists of the Chief Data Analyst Specialist, a Chief Management Technician, and sufficient data analysts, systems analysts, programers, management technicians and clerical personnel to accomplish the assigned functions.

FUNCTIONS

1. Develops, maintains and monitors the master schedule of operations for the entire Data Processing Activity.

   a. Performs a continuing analysis of the Activity's resources and capabilities to meet known and anticipated requirements.

   b. Evaluates and reports the Activity's capability to respond to one-time requests, including impact on existing production and/or developmental projects.

   c. Reviews Scheduling Branch's prepared thirty-day production forecast to insure all required production runs have been included and that proper distribution of workload has been accomplished for maximum effective utilization of resources to meet production and developmental requirements.

2. Conducts the required formal annual survey of the Activity's customers to obtain renewed justification for continuing the production of reports with the objective of reducing the number of reports produced, reducing the number of copies produced (including card decks) and/or reducing the data content of reports.

3. Insures RCS control of all Data Processing Activity workload.

4. Coordinates the accomplishment of the required semi-annual managerial review of the Activity's operations.

5. Through coordination with other Activity elements, compiles analyses and prepares required budgetary, Schedules "X", Quarterly Review and Analysis and other related managerial reports, surveys and documents. In this connection, consolidates, maintains and analyzes workload and funding data needed to support requirements.

549

1182

6. Assists Systems Division in solving technical problems involving equipment and systems compatibility and capacity, and provides other technical advice to all organizational elements as may be directed.

7. Maintains file and report description of all files maintained and reports produced as ready reference for potential customers and for the Production Management Division.

8. Analyzes customer comments and complaints and recommends corrective action or changes to systems, procedures or operations to produce the desired end product.

9. Evaluates requests for service, from a feasibility, practicality and availability of resources viewpoint, in order to recommend:

a. Project disapproval.

b. Project approval including, when appropriate, project modification required so that the service requested can be provided within the resources available to the Activity.

10. Conducts studies and prepares statistical evaluations of all facets of the Activity's operations and administration on a continuing basis; recommends improved methods for accomplishing requirements through systems, procedures, equipment or personnel changes.

11. Plans.

a. Maintains liaison with MISO for information on Headquarters, First US Army, plans which impact upon Activity's operations. Advises Chief, DPA, of such plans.

b. Develops, maintains, effects internal and external coordination and monitors implementation of the Activity's short and long range plans, including partial or full mobilization, changes to facilities or organization to improve efficiency and quality of service, and contingency and/or continuity of operations. Plans and monitoring includes positive checks to insure actions required of the Activity's elements have been accomplished.

c. Participates in the development and periodic review of the Activity's administrative plans such as fire prevention, detection and evacuation; control and disposal of classified material; and security of the DPA area; to insure completeness, practicality and effectiveness of the plans.

d. Anticipates changing requirements (volumes and complexity) and changes in resources and makes necessary plans to insure that resources are adequate to satisfy requirements.

e. Advises the Activity's staff of new ADP techniques and equipment which could improve operational efficiency and service.

f. Establishes, maintains, operates and secures an ADP technical library for use by the Activity's personnel.

12. Develops and operates the Activity's professional training program.

a. Establishes and maintains a file of professional education and experience for each person assigned (employed) to the DPA.

b. Maintains an up-to-date file of data processing and management courses available through local civilian firms and institutions as well as government or military training facilities.

c. Recommends training, including OJT, for personnel where training records, present job requirements and/or potential of the individual indicate that such training is feasible.

d. Performs necessary coordination to schedule and otherwise arrange for individual or group participation in professional training courses or programs.

e. Projects military and civilian training requirements to assure that professional proficiency is maintained at an acceptable level, that professional development is assured, and that adequately trained personnel are available to meet future developmental and production requirements.

13. Develops revises, documents and administers the Quality Standards Program.

a. Establishes approved quality standards for all elements of the Activity.

b. Establishes and administers inspection procedures, including operating and controlling sampling procedures, to assure quality standards are maintained.

c. Evaluates status reports reflecting the timeliness and correctness of production and recommends changes that will improve standards.

d. Provides training for personnel required to monitor and operate the Quality Standards Program.

e. Compiles, analyzes and reports the overall quality of the Activity's operations including the preparation of displays of statistical data that graphically show trends and results of quality control.

f. Reviews and evaluates discrepancy reports indicating areas that do not meet standards, and recommends corrective action, including procedural changes.

g. Participates in systems development with the objective of developing acceptable quality standards for new systems, and to insure that quality control and timeliness are inherent in each existing and new system.

14. Maintains master files of all pertinent information for the Production Management Division.

15. Develops, as required, DPA Memorandums for those topics primarily related to Production Management.

16. Maintains the Organization, Mission and Functions Manual.

17. Prepares, submits and maintains manpower utilization statistics for assigned personnel.

18. Provides continuous training and cross-training of assigned personnel.

19. Develops and maintains Branch SOP's for each task.

20. Performs administrative and clerical tasks necessary for the efficient operation of the Branch.

1182

CONTROL AND REVIEW BRANCH

MISSION

To receive, prepare and control input into and output from the Data Processing Activity.

COMPOSITION

The Control and Review Branch consists of an NCOIC Senior Analyst and sufficient analysts and analyst technicians to accomplish the assigned mission.

FUNCTIONS

1. Prepares and maintains in a job specification folder and reports control file procedures for auditing and dispatching DPA output.

2. Maintains file of reports for reference and validation of subsequent reports.

3. Prepares and maintains a current, complete address file to insure that output is distributed to the appropriate recipient.

4. Maintains a monthly reports control calendar, advising Plans and Management Branch of known or planned changes.

5. Receives, controls and initiates processing of input received from all customers, including First US Army installations, Headquarters, First US Army staff, HQ CONARC and HQ DA.

6. Analyzes input received, accumulates statistics, and prepares reports to Plans and Management Branch concerning timeliness of receipt, volumes, completeness and validity.

7. Initiates tracer action for non-receipt of input.

8. Inspects output for correct format, meeting of other job request specifications, and for compliance with established quality control standards.

9. Initiates action to cause corrections and review of products that do not meet minimum standards.

10. Releases all output that meets minimum standards, including output with minor errors.

11. Prepares and submits discrepancy reports to the Plans and Management Branch for those reports that do not meet acceptable standards.

1182

12. Prepares a daily status report for jobs not on schedule due to late receipt of input, faulty output causing rerun, etc.

13. Maintains control logs of all DPA input and output.

14. Decollates, bursts, binds and otherwise prepares reports as required by the job specification folder.

15. Receives, controls and initiates processing of all incoming and outgoing AUTODIN card and tape traffic.

16. Implements that portion of the DPA Quality Standards Program applicable to the Control and Review Branch.

17. In coordination with the Administrative Office, maintains separate logs and controls for classified data and reports received or prepared by the DPA.

18. Schedules assigned personnel as required to provide multi-shift coverage as circumstances dictate.

19. Prepares, submits and maintains manpower statistics and records for assigned personnel.

20. Provides continuous training and cross-training of assigned personnel.

21 Assists in the preparation of DPA Memorandums for those topics primarily related to Production Management.

22. Develops and maintains Branch SOP's for each task.

23. Performs administrative and clerical tasks required for efficient operation of the Branch.

1182

SCHEDULING BRANCH

MISSION

To provide effective machine utilization through the proper application of scheduling, disk management and management techniques; to operate the Data Processing Activity's tape library system.

COMPOSITION

The Scheduling Branch consists of the Chief Scheduling Supervisor, the Tape Librarian and sufficient analysts, operators and tape library clerks to accomplish the assigned functions.

FUNCTIONS

1. Plans and prepares, through coordination with the Plans and Management Branch, the Technical Assistance Branch, and the Computer Operations Branch, the Activity's thirty-day computer production forecast.

2. Plans, prepares and distributes the daily schedule for computer operations. Schedules to capitalize on the equipment's multi-processing and other features, to provide adequate time for systems development, but assures that the Activity' committed due dates are met.

3. Operates and controls disk management providing optimum user disk without excessive loss of production processing time or loss of data or files.

4. Participates in planning for new or revised ADP applications and equipment, and makes recommendations relative to their impact on daily or monthly scheduling.

5. Establishes and maintains operating controls and performs required coordination to insure all input is or will be available as required for scheduled system runs.

6. Analyzes machine software produced reports and coordinates with the Technical Assistance Branch to resolve problems and eliminate inefficient management as reflected in the reports.

7. Develops operating procedures for the control of classified documents, files, tape files and similar items for which responsible.

8. Operates the Activity's tape library system including:

   a. Developing and maintaining procedures for the absolute control of all tapes with special emphasis on tapes containing or used for classified data or reports.

655

b. Labeling processed tapes.

c. Purging tapes containing obsolete data.

d. Maintaining tape files of program tapes, master tapes, etc.

e. Maintaining card and list files of all tapes in the library.

9. Prepares and distributes necessary documents for Computer Operations Branch to perform production required by the schedule, including run packages, tape labels, etc.

10. Prepares submits and maintains manpower utilization statistics and records for personnel of the Branch.

11. Provides continuous training and cross-training for assigned personnel.

12. Schedules assigned personnel as required to provide extra shift coverage as circumstances dictate.

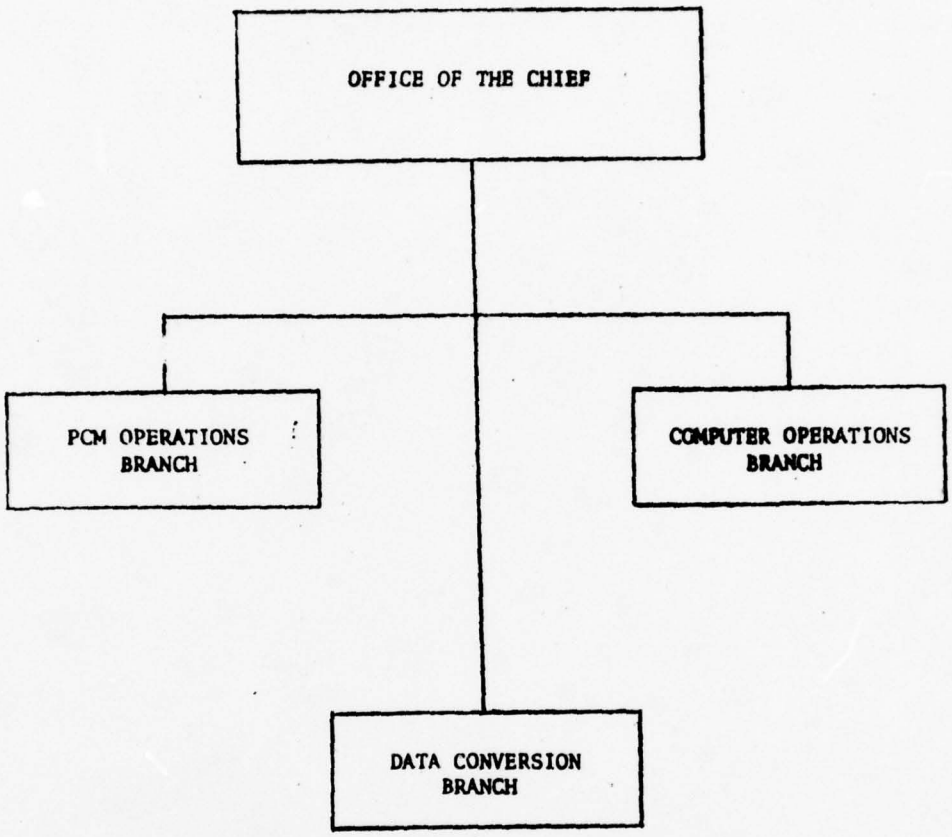
13. Develops, as required, DPA Memorandums for those topics primarily related to Production Management.

14. Develops and maintains Branch SOP's for each task.

15. Performs administrative and clerical tasks required for efficient operation of the Branch.

1182

MACHINE OPERATIONS DIVISION



1182

MACHINE OPERATIONS DIVISION

MISSION

To provide efficient automatic data processing equipment and punch card machine support to the overall mission of the Data Processing Activity.

COMPOSITION

The Machine Operations Division consists of the Office of the Chief, a Computer Operations Branch, a Punch Card Machine Operations Branch, and a Data Conversion Branch.

OFFICE OF THE CHIEF

COMPOSITION

The Office of the Chief consists of a Chief, a Senior ADP NCO, and clerical personnel to supervise, schedule, and control all data processing operations.

FUNCTIONS

1. Plans, supervises and coordinates the operation and maintenance of all data processing equipment including computers, card processors, and punched card machines necessary to accomplish the mission of DPA.

2. Coordinates activities of the operations branches with other branches and offices to insure efficient operation.

3. Interprets and implements requirements and directives.

4. Recommends adjustments to priorities based upon constant awareness, of equipment capabilities and limitations, and mission accomplishment.

5. Implements policy of the Chief, Data Processing Activity, and furnishes recommendations for effecting changes to current operations and methods of accomplishing new requirements.

6. Maintains schedules and controls of machine utilization.

7. Accumulates, reviews and analyzes machine and manpower utilization data within the division to insure efficient and economical use of resources and to project future workload requirements.

8. Monitors operating supplies to insure that an adequate amount is on hand for immediate requirements.

9. Initiates action to acquire or turn in ADPE.

1182

10 Analyzes report directives to determine requirements, operations involved, equipment to be used and estimated hours of usage.

11. Initiates personnel and equipment changes to attain optimum adequate utilization.

12. Accumulates workload data for use in determining personnel and equipment requirements for the division.

13. Reviews personnel qualifications and develops personnel skills through appropriate training.

14. Acts as technical advisor for computer and punch card machine operations.

15. Provides administrative and quality control for ADP operation.

a. Monitors daily ADPE/PCM schedules for division.

b. Accumulates statistics and prepares required machine utilization reports.

1182

PCM OPERATIONS BRANCH

MISSION

To provide an efficient punch card machine processing operation to support the total mission of the Data Processing Activity.

COMPOSITION

The Punch Card Machine Operations Branch consists of a Machine Accounting NCO and sufficient supervisors, operators and clerical personnel to permit a continuous, effective operation.

FUNCTIONS

1. Supervises and manages all electrical accounting machine operations.

2. Wires control panels for machine operations.

3. Card counts and edits input to insure on clear readable formats and insure that obvious errors are corrected prior to release for production.

4. Performs first echelon repair as required and as authorized.

5. Coordinates with manufacturers and schedules routine and remedial maintenance so that operations are accomplished with minimal interference.

6. Maintains machine utilization records, maintenance logs, and individual production records.

7. Provides continuous training for all personnel.

8. Controls operations by log from beginning, during, and at the end of operations to insure processing is accomplished correctly and completely.

1182

COMPUTER OPERATIONS BRANCH

MISSION

To provide an efficient computer processing operation to support the total mission of the Data Processing Activity.

COMPOSITION

The Computer Operations Branch consists of a Chief or Systems NCO and sufficient shift leaders, operators and clerical personnel to permit a continuous, effective operation.

FUNCTIONS

1. Supervises and directs the operation of Burroughs B-3500 Computer System for conversion of data, file processing, report generation, and program compilation and testing.

2. Establishes necessary operating controls at the beginning, during, and at the end of operations to insure processing is accomplished correctly and completely.

3. Determines point for restart of programs when necessitated by machine or other malfunction.

4. Analyzes conditions and provides or solicits solutions to all program, system or machine failures in order to prevent recurrence.

5. Coordinates with DPA elements concerning proper input, system support, and distribution of generated output.

6. Monitors output to insure that clear, readable formats are produced and to insure that obvious errors are corrected prior to release of an output.

7. Coordinates with manufacturer and schedules routine and remedial maintenance so that operations are accomplished with minimal interference.

8. Maintains machine utilization records, maintenance logs, and individual production records.

9. Provides continuous training for personnel.

1182

DATA CONVERSION BRANCH

MISSION

To provide the data conversion capability required to support the mission of the Data Processing Activity.

COMPOSITION

The Data Conversion Branch consists of the Chief and sufficient shift supervisors, key punch operators/verifiers and clerical personnel to effectively process the required workload.

FUNCTIONS

1. Supervises and manages all data conversion operations used for conversion of source data, both key punching and verifying.

2. Maintains punching and verifying procedures, code lists, and format guides for use in converting source data into punch card format.

3. Prepares program cards for key punch and verification operations.

4. Establishes necessary operating controls at the beginning, during, and at the end of operations to insure processing is accomplished correctly and completely.

5. Maintains card punch machine utilization and individual production records.

6. From production records, develops standards of performance.

7. Accumulates workload data for use in determining personnel and equipment requirements of the branch.

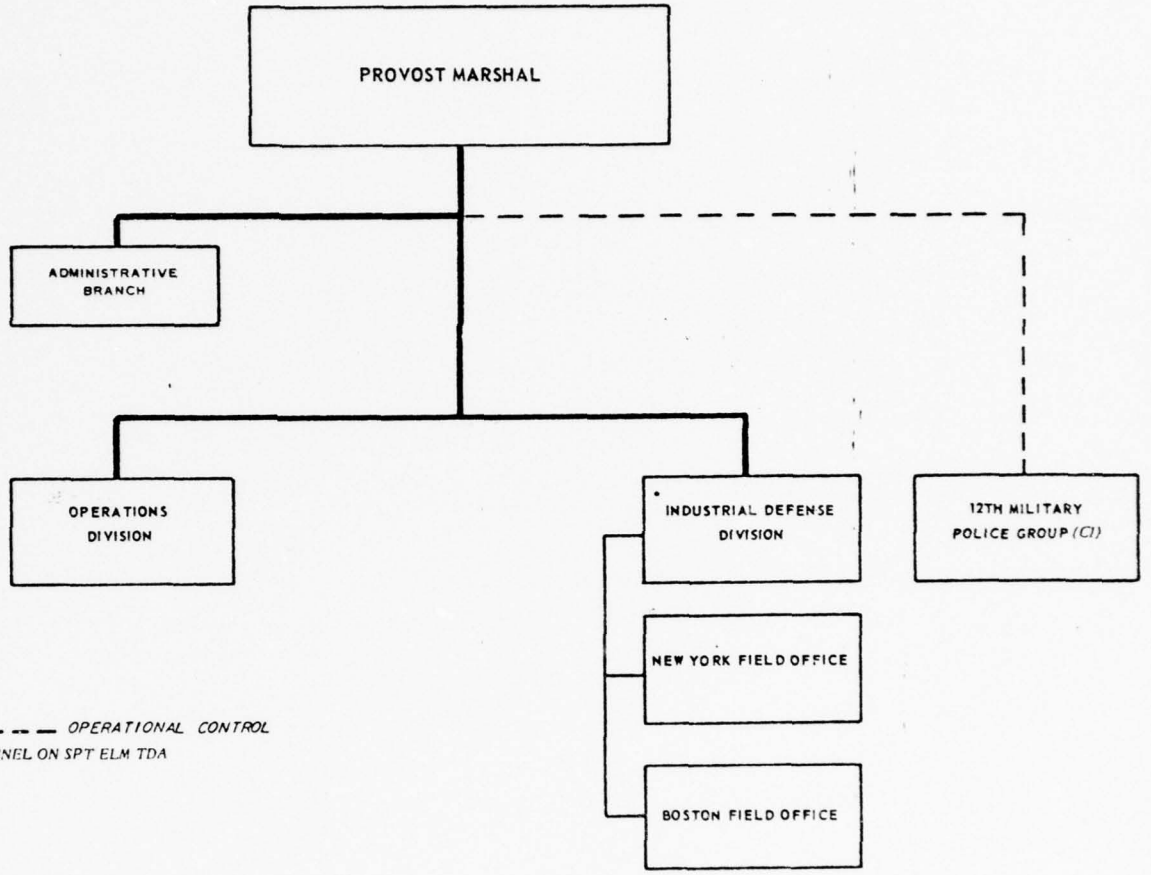
8. Maintains control to insure sequential processing of source documents and proper distribution of completed cards and source documents.

9. Schedules personnel and machine utilization to provide timely preparation of punched card data.

10. Trains new personnel in card punch operations.

SEE ANNEX D - COMMUNICATIONS

HEADQUARTERS FIRST UNITED STATES ARMY



OPERATIONAL CONTROL

*PERSONNEL ON SPT ELM TDA

HEADQUARTERS FIRST UNITED STATES ARMY

OFFICE, PROVOST MARSHAL

Mission

Serve as staff advisor on military police affairs, including advice on policy and the training and equipping of military police personnel and units. Supervise command police operations, maintenance of order and discipline, criminal investigations activities and the Crime Prevention Program. Supervise custody and rehabilitation of military prisons. Plan and conduct the Industrial Defense Program. Exercise operational control over 12th Military Police Group (CI).

Functions

ADMINISTRATIVE BRANCH

1. Operates the office message center.

2. Maintains office record files of correspondence.

3. Performs office administrative and supply tasks.

4. Supervises the management improvement effort; performs budget and mission control; and performs budget review and analysis within the Provost Marshal's area of responsibility.

OPERATION DIVISION

1. Furnishes advice and assistance on training and equipping military police personnel.

2. Prepares Provost Marshal portions of mobilization, emergency and training plans.

3. Coordinates implementation of the Provost Marshal portions of Army Emergency Operations plans.

4. Maintains office control of classified documents and files.

5. Supervises the confinement, enforcement and traffic programs.

6. Establishes, coordinates and maintains liaison with civil authorities.

7. Develops doctrine and concepts for conduct of military police operations.

8. Receives, consolidates, analyzes and forwards Provost Marshal statistical reports.

9. Recommends priorities for assignment of military police personnel and coordinates the allocations of student quotas for attendance at military and civilian schools.

10. Supervises the criminal investigation, AWOL apprehension, physical security and validation programs.

11. Operates the First US Army Terminal of the FBI National Crime Information Center (NCIC).

12. Develops doctrine and concepts for conduct of military police criminal investigation program.

13. Monitors the serious incident reporting system.

14. In coordination with the Deputy Chief of Staff, Operations and Training, supervises the security of US Government property at ROTC/NDCC institutions, and monitors annual physical security inspections of weapons and ammunition storage facilities.

15. Conducts staff visits to Reserve Component Military Police Units at AT.

INDUSTRIAL DEFENSE DIVISION

1. Conducts the Department of Defense Industrial Defense Program.

2. Conducts comprehensive industrial defense surveys and resurveys of plants and facilities listed on the Key Facilities List.

3. Maintains liaison with plants and facilities to encourage implementation of survey recommendations.

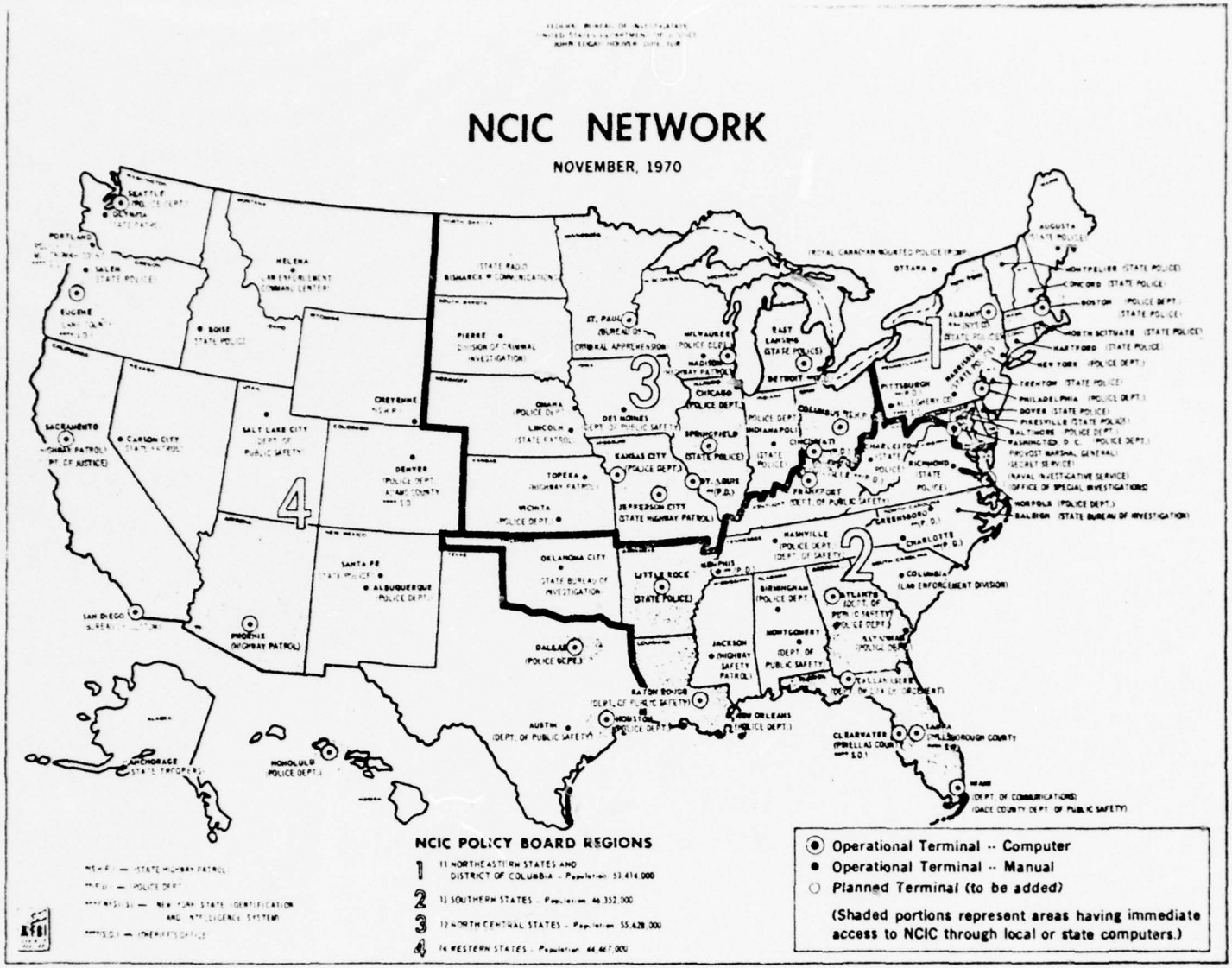
4. Operates a NY and a Boston Office.

NATIONAL CRIME INFORMATION CENTER

OPERATING MANUAL

PART I . . . . . SYSTEM DESCRIPTION AND PROCEDURES

E I 6 4


NCIC NETWORK
NOVEMBER, 1970
NCIC POLICY BOARD REGIONS
1 11 NORTHEASTERN STATES AND DISTRICT OF COLUMBIA - Population 53,414,000
2 12 SOUTHERN STATES - Population 46,352,000
3 12 NORTH CENTRAL STATES - Population 55,628,000
4 14 WESTERN STATES - Population 44,467,000
Operational Terminal -- Computer
Operational Terminal -- Manual
Planned Terminal (to be added)
(Shaded portions represent areas having immediate access to NCIC through local or state computers.)
SEATTLE
HELENA
BOISE
SALT LAKE CITY
DENVER
CHEYENNE
SACRAMENTO
CARSON CITY
SAN DIEGO
PHOENIX
SANTA FE
ALBUQUERQUE
PIERRE
ST. PAUL
MILWAUKEE
CHICAGO
DES MOINES
OMAHA
LINCOLN
TOPEKA
WICHITA
KANSAS CITY
JEFFERSON CITY
SPRINGFIELD
OKLAHOMA CITY
LITTLE ROCK
DALLAS
AUSTIN
HOUSTON
BATON ROUGE
JACKSON
NEW ORLEANS
MEMPHIS
NASHVILLE
BIRMINGHAM
MONTGOMERY
ATLANTA
JACKSONVILLE
TALLAHASSEE
TAMPA
ST. PETERSBURG
MIAMI
CHARLOTTE
GREENSBORO
RICHMOND
NORFOLK
RALEIGH
COLUMBIA
WASHINGTON D.C.
BALTIMORE
PHILADELPHIA
TRENTON
DOVER
PRESQUE ISLE
HARRISBURG
PITTSBURGH
ALLEGHENY CO.
COLUMBUS
CINCINNATI
INDIANAPOLIS
DETROIT
EAST LANSING
ALBANY
BUFFALO
NEW YORK
HARTFORD
NORTH SCITUATE
CONCORD
BOSTON
MONTPELIER
AUGUSTA
OTTAWA
ROYAL CANADIAN MOUNTED POLICE
HONOLULU
ANCHORAGE

E-I-G-5

SECTION 1

INTRODUCTION

The National Crime Information Center (NCIC) is a computerized information system established as a service to all law enforcement agencies--local, state and Federal. The system operates by means of computers, data transmission over communication lines, terminal devices and, most important, people. Its objective is to improve the effectiveness of law enforcement through the more efficient handling and exchange of documented police information.

The NCIC will serve as an index for the eventual development of 50 statewide computerized law enforcement information systems. The states need to centralize crime information for management, operational and research purposes. The state agency operating the centralized statewide system will be a control terminal in the NCIC system. It is also anticipated that direct lines will be made available to metropolitan area systems where these develop for inquiry purposes only. The development of state and metropolitan area computerized systems is strongly urged in order that the NCIC which complements these systems can become fully effective. Through these state and metropolitan area systems the NCIC becomes available for use by all law enforcement agencies.

The structure and basic procedures of the NCIC were approved by resolution of the full membership of the International Association of Chiefs of Police in Philadelphia, Pennsylvania, in October, 1966. General policy concerning the philosophy, concept and operational principles of the system is based on recommendations of the NCIC Advisory Policy Board, a Board comprised of top administrators from state and local law enforcement agencies throughout the United States.

Changes in file applications, including new files, procedures, etc., are coordinated with a Working Group made up of a representative number of NCIC participants. Members of this Group are designated by the Advisory Policy Board. (See Part I, 2.2)

Through use of the most up-to-date computer equipment located at FBI Headquarters in Washington, D. C., this system can store vast amounts of information which can be instantly retrieved and furnished through an NCIC terminal to any authorized agency. The

system can best be described as a computerized index to documented police information concerning crime and criminals of nationwide interest.

The NCIC is your system and the information contained therein is your information. It is your responsibility to keep this index accurate and up to date and to carefully follow the standards and procedures established. The success of the system will depend on diligent compliance by all participants. It is important to remember that the data contained in the NCIC is index-type information. When an agency receives information from NCIC, it should be evaluated along with other information available at the scene for any action decisions. Professional police procedures demand that the agency originating the record in file be immediately contacted by the inquiring agency to confirm the data, obtain further details and initiate the formal process.

Until such time as a fully operating national network is developed, a "no record" response to an inquiry should not preclude additional logical checks of other sources. Similarly, the placing of a record in the NCIC should not preclude the placing of a stop in other logical files, e.g., the placing of a wanted person record in NCIC should not take the place of posting a "want" in FBI Identification Division files.

This manual contains instructions designed to guide participants in utilizing the NCIC. No system can be expected to produce results unless it is used properly. The standards and procedures set forth should be strictly adhered to as every exception employed tends to degrade the system.

The NCIC makes centralized criminal data immediately available--take advantage of that fact. Patrol tactics and investigative habits must be reviewed in light of this development if the system is to attain optimum use. The success of the system will depend on the extent to which patrols and investigators intelligently use it in day-to-day operations.

All inquiries regarding the NCIC should be addressed to:

J. Edgar Hoover, Director
Federal Bureau of Investigation
U. S. Department of Justice
Washington, D. C. 20535

E I G 7

SECTION 2

THE SYSTEM

2.1 DESCRIPTION

System participants (see Part I, Appendix I) include local, state and Federal agencies throughout the United States and Canada. This is the first such network to link all levels of government to fulfill a common need. Terminals utilized range from manually operated devices to computers which in turn service subsystems and enable subsystem participants to have immediate access to the NCIC.

Communication circuits are dedicated with either single or in some instances multiple terminals on a circuit. Presently the majority of NCIC circuits are 180 baud with 2400 baud circuits being phased in to computer terminals where transaction volume necessitates higher line speeds.

Records are placed directly in the NCIC files by the agency where the record originated through a control terminal tied into the network. This may be accomplished by a manual re-transmission in those locations where terminal agency devices are manually operated, or by message switching in those locations where the terminal agency possesses the required computerized equipment. The records entered must meet the criteria established for the particular type of record involved. Inquiries must contain prescribed identifying data.

The NCIC computer responds to each transaction as it is received. That is, the line is held open until an acknowledgment of reply is sent in response to the incoming transaction.

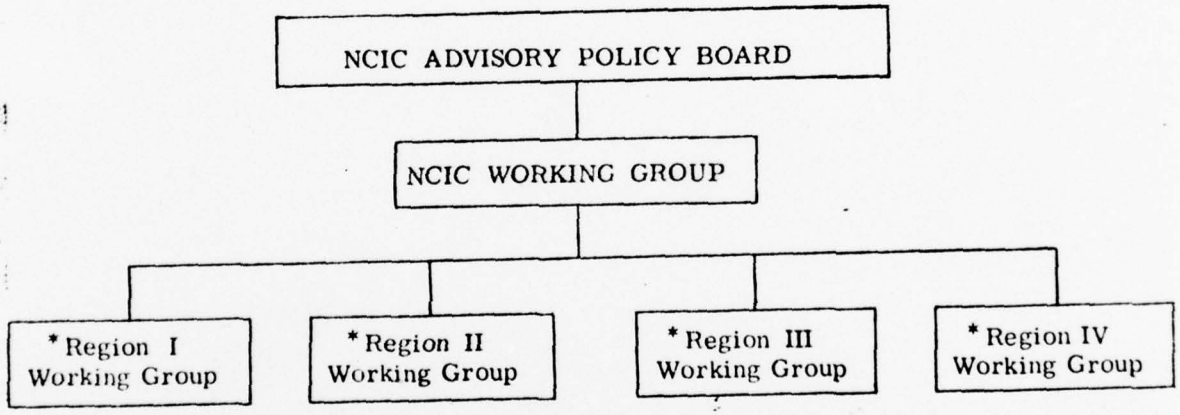
The NCIC computer is an IBM System/360 Model 50 with random access disk storage. The storage device utilized is the Model 2314 Direct Access Storage Facility and the Transmission Control Unit a Model 2703. NCIC provides virtually uninterrupted operation 24 hours a day, 7 days a week. Participants will be kept fully informed as to current operation schedules. The FBI shall be responsible for the complete operation of the NCIC computers located in FBI Headquarters in Washington, D. C., including all equipment,

E I-G-8

programming, and personnel costs. Certain financial assistance with regard to Advisory and Working Group meetings, communication line costs and terminal costs to state and local agencies was in the past provided by the former Office of Law Enforcement Assistance, Department of Justice. Since July 1, 1968, communication line costs from the NCIC computer to the control terminals have been assumed by the FBI.

The NCIC equipment can interface with terminal equipment manufactured by any of the major firms in the field. There is no requirement in any sense compelling system participants to use equipment of the same make as the FBI computer. The only requirement placed is that terminal equipment be able to communicate in either 8 level ASCII or 7 level BCD (IBM 1050) code.

2.2 SYSTEM POLICY



* See NCIC network map for geographic boundaries.

The purpose of the NCIC Advisory Policy Board is to recommend to the FBI general policy with respect to the philosophy, concept and operational principles of the NCIC, particularly the system's relationships with local and state systems.

Membership of the Board is drawn from four geographic regions of the United States (see NCIC network map). Of the 14 members, 7 serve two-year terms and 7 serve three-year terms, thus providing continuity.

The NCIC Working Group consists of one representative from each agency represented on the Board, and three representatives of other NCIC participants from each of the four regions for a total of 26 local and state representatives. Also included as a permanent member in this group is a representative from the Royal Canadian Mounted Police. The FBI and other appropriate Federal Agencies are represented in the group. In instances where operational procedures, standards, file criteria, etc. require policy board attention, they will be referred along with recommendations to the Board via the Working Group.

A regional working group exists within each of the four regions. These groups are primarily designed to promote a better exchange of ideas and coordination of matters of common interest within regions. Regional working group membership is flexible; however, a member of the Policy Board is selected in each region as chairman of the regional working group. Through these regional working groups all NCIC participants have the opportunity of submitting suggestions for system changes, etc.

2.3 SYSTEM SECURITY

A resolution adopted May 15, 1967, by the Committee on Uniform Crime Records, International Association of Chiefs of Police (IACP), provided that the controls governing access to police information must remain, as they have been historically placed, with law enforcement agencies. It was further resolved that the foregoing will not preclude the continued dissemination of appropriate information to other governmental bodies on a need-to-know basis or the furnishing of additional data as may be derived from law enforcement computerized systems. This resolution was adopted by the full conference of the IACP in Kansas City, Missouri, in September, 1967. The NCIC Advisory Policy Board took note of the above and concurred fully with the content of that resolution at its meeting in Washington, D. C., on June 4, 1969.

The issue of shared-time governmental computerized information systems and their compatability with the above resolution

was considered at length during the aforementioned June 4, 1969, Board meeting. This discussion was predicated upon the fact that in certain localities law enforcement accessed NCIC through a computer system operated by a civilian governmental agency.

The Advisory Policy Board noted that the needs of law enforcement in information storage and retrieval as well as in message interchange cannot be adequately served by other than a dedication of computer and related hardware. Further, it was noted that in those instances where such dedication of system to law enforcement does not exist, management control of the law enforcement application within that system must be established. All systems interfacing with NCIC are subject to this requirement.

The data stored in the NCIC is documented police information and access to that data must be restricted to duly authorized law enforcement agencies. It is incumbent upon agencies operating an NCIC terminal to afford the necessary measures to make that terminal secure from any unauthorized use. Any departure from this responsibility logically warrants the removal of the offending terminal from further system participation in order to protect all other users.

Agencies participating in the NCIC as a control terminal must assume responsibility for and enforce system security with regard to all other agencies which it in turn services.

The FBI will utilize hardware and software as necessary to assure that the above responsibilities are carried out; however, final responsibility rests with the individual agencies for maintenance of the confidentiality of law enforcement information.

2.4 SYSTEM DISCIPLINE

To assure the proper operation of the system the standards, procedures, formats and criteria as set forth herein must be strictly adhered to. In this respect, as in system security, the NCIC control terminals must not only follow the rules set forth but must also insure that agencies they are servicing do the same.

Accuracy is essential as is promptness in entering, modifying, locating or clearing records in the system. Each record in

E I G 11

file is identified with the agency originating that record and that agency alone is responsible for the accuracy, completeness and correct status of that record at all times. The FBI cannot assume responsibility for the accuracy of any records other than those entered by the FBI.

The NCIC provides information for decision-making by investigators and patrolmen. The information furnished through NCIC must be evaluated with other facts known to the officer and investigator at the scene. NCIC is an information tool. It is no substitute for professional police judgment.

When an agency receives a positive response from NCIC, an immediate follow-up with the agency that originated the record in the system is necessary for effective operation. Likewise, the originating agency has an obligation to reply promptly to the inquiring agency with confirmation and other pertinent details requested.

SECTION 3

DATA STORED IN THE SYSTEM

3.1 CRITERIA FOR ENTRY IN FILE

3.1.1 VEHICLE FILE:

a. Unrecovered stolen vehicles may be entered in file immediately subsequent to a theft, however, the entering agency must ensure that the entry is maintained in an up-to-date status.

Only the agency holding theft report and having primary jurisdiction over the place of actual theft will enter the vehicle in file, with two possible exceptions: (1) entries originating with National Automobile Theft Bureau and/or (2) state of registry may place stolen record in file concerning its vehicles stolen in another state when inquiry reveals no stolen report in file after a reasonable length of time. In these two instances the identity of the agency holding the theft report must be shown in the Miscellaneous field. CAUTION -- Multiple entries may ensue when these procedures are followed; therefore, it is imperative that each agency immediately clear its record upon recovery of the vehicle.

Loaned, rental, leased, etc., vehicles will not be entered in file unless a formal police theft report is made or a complaint is filed with appropriate warrant being issued charging embezzlement, theft, etc.

b. Vehicles wanted in conjunction with felonies or serious misdemeanors may be entered into file immediately.

c. Unrecovered stolen VIN plates, engines and transmissions (serially identified) may be entered in file as vehicle parts on the same basis as stolen vehicles.

3.1.2 LICENSE PLATE FILE:

a. Unrecovered stolen/missing license plates will be entered on the same basis as stolen vehicles provided all plates issued are missing.

3.1.3 GUN FILE:

a. Serially numbered weapons (stolen or lost).

b. A weapon recovered for which no lost or stolen report is on file may be entered in file as a "recovered" weapon. (Weapon should remain in possession of entering agency while in file.)

3.1.4 ARTICLE FILE:

[a. Individual serially numbered stolen property items valued at $500 or more, except for those property items to be entered in the Boat, Gun, License Plate, Securities, or Vehicle Files. Office equipment (adding machines, typewriters, dictating machines, etc.) and color television sets may be entered regardless of value.

[b. Multiple serially numbered stolen property items totalling $5,000 or more in one theft.

[c. Any serially numbered stolen property items may be entered at the discretion of the reporting agency if: (1) the circumstances of the theft indicate that there is a probability of interstate movement, or (2) where the seriousness of the crime indicates that such an entry should be made for investigative purposes.

3.1.5 WANTED PERSON FILE:

a. Individuals for whom Federal warrants are outstanding.

b. Individuals who have committed or have been identified with an offense which is classified as a felony or serious misdemeanor under the existing penal statutes of the jurisdiction originating the entry and felony or misdemeanor warrant has been issued for the individual with respect to the offense which was the basis of the entry. Probation and parole violators meeting the foregoing criteria should be entered.

The entering agency has the responsibility of immediately advising an apprehending agency concerning extradition of the individual when contacted concerning the apprehension.

c. A "Temporary Felony Want" may be entered when a law enforcement agency has need to take prompt action to establish a "want" entry for the apprehension of a person who has committed, or the officer has reasonable ground to believe has committed, a felony and who may seek refuge by fleeing across jurisdictional boundaries and circumstances preclude the immediate procurement of a felony warrant.

A "Temporary Felony Want" shall be specifically identified as such and subject to verification and support by a proper warrant within 48 hours following the initial entry of a temporary want. The agency originating the "Temporary Felony Want" shall be responsible for subsequent verification or re-entry of a permanent want. A "Temporary Felony Want" will be automatically removed from file after 48 hours.

3.1.6 SECURITIES FILE:

a. Serially numbered identifiable securities which have been stolen, embezzled, counterfeited or are missing may be entered. "Securities" for present purposes of this file are currency (e.g. bills, bank notes) and those documents or certificates which generally are considered to be evidence of debt (e.g. bonds, debentures, notes) or ownership of property (e.g. common stock, preferred stock), and documents which represent subscription rights (e.g. rights, warrants) and which are of those types traded in the securities exchanges in the United States, except for commodities futures. Also included are warehouse receipts, travelers checks and money orders.

b. Personal notes, cashier's checks, officer's checks, certified checks, personal checks and company checks are not to be entered.

c. Except as set forth in paragraph b, above, any document which in the discretion of the originating agency meets the criteria stated in paragraph a, above, may be entered in the Securities File.

3.1.7 BOAT FILE:

a. Unrecovered stolen boats valued at $500 or more may be entered in file provided the vessel is registered or documented and there is a permanent identifying serial number affixed.

(Cont'd.)

E I G 15

The only exceptions to the foregoing are new boats (valued at $500 or more) without registration or documentation data. These boats may be entered provided there is a permanent identifying serial number affixed.

Loaned, rental, leased, etc., boats are not to be entered in file unless an official police theft report is made or a complaint is filed with appropriate warrant being issued charging embezzlement, theft, etc.

3.2 RETENTION PERIOD FOR PROPERTY/PERSON NOT LOCATED

Records will be retained by the NCIC for the periods set forth below and then purged from the active file. These purged records will then be stored on magnetic tape for future reference.

3.2.1 VEHICLE FILE:

a. Unrecovered stolen vehicle records (including snowmobile records) which do not contain vehicle identification numbers (VIN) therein, will be purged from file one year after the end of the license plate's expiration year as shown in the record.

Unrecovered stolen vehicle records (including snowmobile records) which contain VIN's, will remain in file for the year of entry plus 4.

b. Uncovered vehicles wanted in conjunction with a felony will remain in file for 90 days after entry. In the event a longer retention period is desired, the vehicle must be re-entered.

c. Unrecovered stolen VIN plates, engines and transmissions will remain in file for the year of entry plus 4.

3.2.2 LICENSE PLATE FILE:

a. Unrecovered stolen license plates not associated with a vehicle will remain in file for one year after the end of the plate's expiration year as shown in the record.

3.2.3 GUN FILE:

a. Unrecovered weapons will be retained in file for an idefinite period until action is taken by the originating agency to clear the record.

b. Weapons entered in file as "recovered" weapons will remain in file for the balance of the year entered plus 2.

3.2.4 ARTICLE FILE:

a. Unrecovered stolen articles will be retained for the balance of the year entered plus one year.

3.2.5 WANTED PERSON FILE:

a. Persons not located will remain in file indefinitely until action is taken by the originating agency to clear the record (except "temporary felony wants", which will be automatically removed from file after 48 hours).

3.2.6 SECURITIES FILE:

a. Unrecovered, stolen, embezzled, counterfeited or missing securities will be retained for the balance of the year entered plus 4, except for travelers checks and money orders which will be retained for the balance of the year entered plus 2.

3.2.7 BOAT FILE:

a. Unrecovered stolen boats will be retained in file for the balance of the year entered plus 4.

.3 RETENTION PERIOD FOR PROPERTY/PERSONS AFTER LOCATION

Records will be retained by the NCIC for the periods set forth below and then purged from the active file. These purged records will then be stored on magnetic tape for future reference.

3.3.1 VEHICLE FILE:

a. Cleared records concerning stolen vehicles, vehicles wanted in conjunction with felonies and vehicle parts (VIN plates, engines and transmissions) will remain in file for a period of 10 days subsequent to the date of recovery as shown in the record and then will be removed automatically.

3.3.2 LICENSE PLATE FILE:

a. Cleared records concerning stolen license plates will remain in file for a period of 10 days subsequent to the date of recovery as shown in the record and then will be removed automatically.

3.3.3 GUN FILE:

a. Cleared records concerning stolen or lost firearms will remain in file for a period of 10 days subsequent to the date of recovery as shown in the record and then will be removed automatically.

b. Records concerning "recovered" firearms will be removed from file automatically, subsequent to receipt of a clear message concerning that firearm.

3.3.4 ARTICLE FILE:

a. The cleared record (Message Key code CA) concerning a single stolen article will remain in file for a period of 10 days subsequent to the date of recovery as shown in the record and then will be removed automatically.

b. The cleared group record concerning consecutively serialized stolen articles will remain in the file for a period of 10 days subsequent to the date of recovery as shown for the last stolen article contained in the group record. At the expiration of 10 days the entire group record will be removed automatically.

c. A single cleared stolen article or sequence of cleared stolen articles contained in a consecutively serialized group record will remain in the group record for a period of 60 days subsequent to the recovery date as shown in the record. The single cleared stolen article or sequence of cleared stolen articles will be removed automatically from the group record at the expiration of 60 days unless removed at an earlier date due to the entire record being cleared.

3.3.5 WANTED PERSONS FILE:

a. Records with Message Key code EW and to which three "located" messages have been appended will be automatically removed from file upon receipt of a fourth "located" message (See "Located Message for Wanted Person," Part I, 5.2.5.e.)

b. The cleared record (Message Key code CW) concerning a wanted person will remain in file for a period of 30 days subsequent to the date of apprehension as shown in the record and then will be removed automatically.

3.3.6 SECURITIES FILE:

a. The cleared record (Message Key code CS) concerning a single stolen, embezzled, counterfeited or missing security will remain in file for a period of 10 days subsequent to the date of recovery as shown in the record and then will be removed automatically.

b. The cleared group record concerning consecutively serialized stolen, embezzled, counterfeited or missing securities will remain in file for a period of 10 days subsequent to the date of recovery as shown for the last security contained in the group record. At the expiration of 10 days the entire group record will be removed automatically.

c. A single cleared security or sequence of cleared securities contained in a consecutively serialized group record will remain in the group record for a period of 60 days subsequent to the recovery date as shown in the record. The single cleared security or sequence of cleared securities will be removed automatically from the group record at the expiration of 60 days unless removed at an earlier date due to entire record being cleared.

3.3.7 BOAT FILE:

a. Cleared records concerning stolen boats will remain in file for a period of 10 days subsequent to the date of recovery as shown in the record and then will be removed automatically from file.

3.4 VALIDITY CHECKS

Periodic checks will be made to verify the correct status and accuracy of records in the NCIC. Appropriate data will be furnished by the NCIC to control terminals which will in turn validate the data with the agencies originating the records. Records should be maintained by originating agencies of persons/items entered in NCIC as well as subsequent modifications to those records.

Data for validation checks can be furnished on magnetic tape, punched cards or print-out sheets. New control terminals coming on-line should advise NCIC which form validation data is to be furnished. Should any control terminal subsequently desire to change the manner in which validation data is presently being furnished, the NCIC must be advised in sufficient time to effect the change prior to the next validation. When requesting magnetic tape or punched cards, furnish any necessary specifications. Checks will be made as follows:

3.4.1 VEHICLE FILE:

[Quarterly checks will be made as of 0400 EST (or EDT) on first Friday in January, April, July, and October.

3.4.2 LICENSE PLATE FILE:

[Quarterly checks will be made as of 0400 EST (or EDT) on first Friday in January, April, July, and October.

3.4.3 GUN FILE:

[Annual check to be made as of 0400 EST (or EDT) on first Friday in March.

3.4.4 ARTICLE FILE:

No checks to be made in view of purge criteria.

3.4.5 WANTED PERSON FILE:

[Quarterly checks will be made as of 0400 EST (or EDT) on first Friday in February, May, August, and November.

3.4.6 SECURITIES FILE:

[Annual check will be made as of 0400 EST (or EDT) on first Friday in June.

3.4.7 BOAT FILE:

[Annual check to be made as of 0400 EST (or EDT) on first Friday in January.

SECTION 4

TERMINAL EQUIPMENT OPERATION
(Applicable to remote terminal equipment directly tied into the NCIC computer.)

The following instructions are set forth to provide a uniform set of procedures for use by terminal operators. Terminal operating personnel should exercise good judgment in interpreting the instructions and in handling matters not specifically covered.

Procedures covering changing paper, ribbon, and tape, etc., are not set forth in this manual. Step by step instructions covering these service items are covered in the operator's guide furnished by the manufacturer of the particular type terminal equipment being utilized.

4.1 TELETYPE MODEL 35 ASR (Automatic Send-Receive) SET

Model 35 ASR terminals have an automatic answer-back device attached which automatically handles polling for this type equipment.

The POWER CONTROL switch should always be kept in the ON-LINE position, keeping power supplied to the set and the terminal always connected to the circuit. LOC (Local) position of this switch is not to be used.

The OUT OF SVC (Out of Service) - K'B'D (Keyboard) SEND switch should be moved to OUT OF SVC position for necessary machine servicing, such as changing paper, changing ribbon, correcting a paper jam, etc. In the OUT OF SVC condition the terminal replies with an answer-back "not ready to receive traffic" when polled. The OUT OF SVC position of this switch also causes the ALARM LAMP to glow and the Audible Alarm to sound, if the TONE-ALARM RELEASE switch is in the TONE position.

NOTE: Immediately return the OUT OF SVC-K'B'D SEND switch to the center (NORMAL) position after corrective work has been completed so as to permit the appropriate answer-back to be returned when the terminal is polled. The ALARM LAMP extinguishes.

The Model 35 ASR generates "even" vertical parity for error detection. Each correctly received or transmitted character will contain an even number of electrical pulses. Upon the terminal's receipt or transmission of an odd-parity character because of line interference, equipment malfunction, etc., a left pointing arrow (←) will be recorded on the page copy in place of the character following the erroneous character. The originally transmitted character following the errored character is lost. The Model 35 detects the error and automatically notifies the computer at the end of the message from the computer. The computer resends the entire message.

If there is a parity error detected in an outgoing terminal's message, the computer will request the message be resent in entirety, by print out on the terminal's printer. Detected parity errors in an incoming message activates the PARITY ERROR lamp on the Model 35.

4.1.1 KEYBOARD SENDING (FOR INQUIRIES ONLY)

a. Power Control Switch should be in "ON-LINE" position.

*b. Set MODE switch in K or KT position.

K (Keyboard) position — Incoming information or outgoing transmission from the keyboard is printed by the page printer.

KT (Keyboard-Tape) position — Outgoing transmission from the keyboard is printed by the page printer. Incoming information is printed by the page printer and copied by the tape reperforator which produces a perforated paper tape with printed characters on it.

c. TONE-ALARM RELEASE switch to TONE position. This switch position provides, in addition to a visual alarm (lighting of ALARM lamp), an audible tone alarm when an alarm condition occurs.

d. Depress LOC CR (Local Carriage Return) Key once and LOC LF (Local Line Feed) Key as desired for feeding up paper. Depressing these keys returns the type-box carriage to the left margin and feeds up paper rapidly

* Mode switch of future terminals coming directly on-line with NC computer will function as described. Mode switch of present terminals directly on-line with NCIC computer will be modified Western Union (at no cost) to function as described

on the Local Page Printer only. No code is generated when either key is operated.

e. OUT OF SVC (Out of Service) - K'B'D (Keyboard) SEND switch to K'B'D SEND position momentarily and release. The REQUEST lamp lights and the switch automatically returns to normal (middle) position when released. Positioning this switch to K'B'D SEND initiates a polling request to permit transmission from the keyboard.

f. The computer will indicate authorization to start sending the message by lighting the SEND light and causing the Sonarlert Alarm to sound an audible tone. The tone will discontinue at the start of your transmission.

g. Immediately begin keying the message using the appropriate format (See "Sample Messages", Part I, Section 5.2). Utilize a tab character (period) to denote the end of each field. If a field is to be left blank, a separate "period"(tab character) must be entered. Periods are to be used only as tab characters and not as part of any data transmitted. The RETURN (Carriage Return) and LINE FEED keys should be utilized as indicated by the CHARACTER COUNTER and the END-OF-LINE INDICATOR Lamp. Depressing the RETURN key extinguishes the END-OF-LINE Lamp and returns the CHARACTER COUNTER to zero.

NOTE: When the TONE ALARM sounds, you have 12 seconds to begin sending. Once you begin sending the TONE ALARM stops. If you pause or stop sending for 28 seconds, the circuit will "TIME OUT". Thus, you will lose the line and the entire message must be resent.

If a mistake is made while keying the message, this necessitates cancelling the entire message. The message is cancelled by keying the CANCEL code and an EOT code (Hold the CTRL (Control) key depressed; then press the X key and D key respectively). * To resend the message, repeat the above procedures from step d.

*Do not confuse the X key with the S key which has X OFF appearing on the upper portion of its keytop.

h. When you have completed the message, indicate this by keying the EOT code (hold the CTRL (control) key depressed and press the D key). This indicates to the computer that this is the end of the message and must be used after every message. Do not use a period between the last data entered and the EOT code.

i. The SEND and REQUEST lamps extinguish after keying the EOT code.

j. The terminal is now ready to receive the computer's response.

The computer will transmit a request to resend the entire message if the incoming terminal's message is not received correctly. The request to resend the message will be a print out by the terminal's page printer. If the message has been received correctly, the computer responds with a reply message.

k. To send additional messages, repeat the above procedure from step d.

4.1.2 PAPER TAPE SENDING

a. Power Control Switch should be in "ON-LINE" position.

*b. Set MODE switch to T or KT position.

T (Tape) position — Incoming information or outgoing transmission from the tape transmitter is printed by the page printer.

KT (Keyboard-Tape) position — Outgoing transmission from the tape transmitter is printed by the page printer Incoming information is printed by the page printer and copied by the tape reperforator which produces a perforated paper tape with printed characters on it.

c. TONE-ALARM RELEASE switch to TONE position. This switch position provides, in addition to a visual alarm (lighting of ALARM lamp), an audible tone alarm when an alarm condition occurs.

* Mode switch of future terminals coming directly on-line with NCIC computer will function as described. Mode switch of present terminals directly on-line with NCIC computer will be modified by Western Union (at no cost) to function as described.

d. Depress LOC CR (Local Carriage Return) Key once and LOC LF (Local Line Feed) Key as desired for feeding up paper. Depressing these keys returns the type-box carriage to the left margin and feeds up paper rapidly on the Local Page Printer only. No code is generated when either key is operated.

e. Place the tape transmitter TD (Transmitter-Distributor) switch in the STOP position. This places the tape transmitter in a stop condition.

f. Release the tape transmitter TAPE LATCH by depressing the red button adjacent to the latch. Insert the prepared tape in the tape transmitter with the sensing pins on a "rubout" character preceding the first character of the message.

g. Securely fasten the latch over the tape to be transmitted. Move the TD switch to the RUN position.

h. Sending a Single Message Tape:

Position the AUTO (Automatic) SEND-TAPE SEND switch to TAPE SEND position momentarily and release. This initiates a request to permit transmission from the tape transmitter. The REQUEST lamp lights and the switch automatically returns to normal (middle) position when released.

(1) When the station is recognized, the SEND lamp will glow.

(2) The tape transmitter will be started automatically.

(3) The tape transmitter will stop after the EOT code. The SEND and REQUEST lamps go out after the EOT code passes through the transmitter.

(4) The terminal is ready to receive the computer's response. * (See page 20.)

i. Sending Several Messages in One Continuous Tape:

Position the AUTO SEND-TAPE SEND switch to AUTO SEND (locking position). This eliminates the requirement for initiating a request for each message when messages are prepared in a continuous tape. Requests are stored.

(1) When the station is recognized, the SEND lamp will glow.

(2) The tape transmitter will be started automatically.

(3) The transmitter will stop after each EOT code and restarts automatically after the next polling code is received. The computer transmits an acknowledgement or reply message following each message in the tape. The computer's reply or acknowledgement message will be received before the next message in the tape can be sent.

(4) During transmission of the last message in the tape, the AUTO SEND-TAPE switch must be positioned to the center (normal) position to preclude a false request to transmit condition. If this is not done, the AUDIBLE ALARM will sound when the terminal is polled after the last message has been sent.

The SEND and REQUEST lamps go out after the last EOT code in the last message passes through the transmitter.

NOTE: The REQUEST lamp remains on during and between messages. The SEND lamp glows during transmission only and is extinguished after each EOT code.

E I G 28

(5) The terminal is now ready to receive the computer response.*

*The computer will transmit a request to resend the entire message if the incoming terminal's message is not received correctly; if the terminal's message has been received correctly, the computer responds with an acknowledge or reply message.

Reply data whether negative (No Record) or positive (Active or Inactive Record) should be verified against input data to insure accuracy. That is, those alpha and numeric characters contained in the computer's acknowledgement or reply message should be checked against the matching alpha and numeric characters in the terminals input message. If an input error occurs in one character, this invalidates the information.

4.1.3 PAPER TAPE PREPARATION

a. Power Control Switch should be in "ON-LINE" position.

b. Check the paper tape supply which is located directly behind the perforator under the console cover. A low tape condition is indicated by reddish-appearing tape being emitted from the roll.

c. TONE-ALARM RELEASE switch to TONE position. This switch position provides, in addition to a visual alarm (lighting of ALARM lamp), an audible tone alarm when an alarm condition occurs.

d. Position the AUTO (Automatic) SEND-TAPE SEND and OUT OF SVC (Out of Service) - K'B'D (Keyboard) SEND switches in center (NORMAL) position.

e. MODE Switch in T (Tape) position:
(Incoming transmissions on line from the computer are copied by the page printer. The Keyboard is connected to the tape perforator for preparing tape. A perforated tape with printed characters on it will be obtained during tape preparation. A hard copy will not be recorded on the page printer until the tape is transmitted.)

f. Key at least 10 "rubout" (done by depressing RUBOUT Key and REPEAT Key simultaneously) perforations for inserting tape in transmitter.

g. Key the message using the appropriate format (See "Sample Messages", Part I, Section 5.2). Utilize a tab character (period) to denote the end of each field. If a field is to be left blank, a separate "period" (tab character) must be entered. Periods are to be used only as tab characters and not as part of any data transmitted. The RETURN (Carriage Return) and LINE FEED Keys should be utilized as indicated by the CHARACTER COUNTER and the END-OF-LINE INDICATOR Lamp. Depressing the RETURN Key extinguishes the END-OF-LINE Lamp and returns the CHARACTER COUNTER to zero.

(1) Conscious errors made while preparing tape should be corrected as they are made. The LOC B SP (Local Backspace) Key on the Model 35 ASR backspaces the tape in the tape punch-block, one character at a time, preparatory to rubbing out or "erasing" characters. The tape must be backspaced until the errored character is under the tape punch-block. Depressing the RUBOUT key as many times as the tape was backspaced will erase all perforations by replacing them with the non-printing, non-spacing rubout characters. Re-key the character(s) where the error(s) occurred plus

any characters following the error. (No subtraction of a count already registered on the CHARACTER COUNTER occurs when the tape is backspaced and erased by RUBOUTS.)

h. When you have completed the message, indicate this by keying the EOT code. (Hold the CTRL (Control) key depressed and press the D key.) This indicates to the computer that this is the end of the message and must be used after every message. Do not use a period between the last data entered and the EOT code. Key at least 10 "Rubouts". Tear the tape against the punch block unless additional messages are to follow. (In the event the tape is to be fed directly from the tape punch to the tape reader, more than 10 "Rubouts" will be necessary.)

i. Following the minimum 10 "Rubouts" additional messages may be prepared for a continuous tape transmission by repeating the above procedures from step g through h. (step g, (1), where necessary.)

(1) Separation of messages on the hard copy furnished by the page printer when a multi-message tape is transmitted can be accomplished by depressing the RETURN (Carriage Return) key once and the LINE FEED key as desired, prior to keying the next message.

(2) Tear the tape against the punch block after the last 10 minimum "Rubouts".

APPENDIX II - MISO/DPA ADP INPUT/OUTPUT SUPPORT RELATIONSHIPS

1. This appendix depicts the input/output relationship of automatic data processing support provided to the HQ, FUSA General/Special Staff major units, tenant units, and higher and lower echelons by the MISO/DPA. (See Tab A - D)

2. The MISO/DPA is equipped with a Burroughs B 3500 computer with supporting peripheral equipment plus a 407 PCM processor. (See Annex C for Details).

3. At this time the FUSA DPA utilizes 381.9 hours per month, mainframe time in production hours for ADP systems on the B-3500 computer. The systems identified at Tab F are those processed on the B-3500. The FUSA DPA operates on 17 shifts per week which would compute to 524 hours (3 shifts/Day X 21. + Days per month) of throughput per month. A B-3500 software package is under development by FUSA DPA with which the ADP system can accumulate and track by ADP application throughput for the ADPE. Completion date for implementation of this package was not available. Some applications are still processed on the MAI 407.

4. The DPA produces automated reports for the command, General/Special Staff, major units and Class I installations. (See Tab I) In addition, it produces four automated reports to meet reporting requirements for higher headquarters of which the MISO/DPA is responsible for distribution of:

a. CONARC Report System for Management of Data Processing ATDS-8.

b. Enlisted Personnel Management (Application Title: Consolidated Personnel Reporting System - CONPERS).

c. The Army Maintenance Management System (TAMMS) (Application Title: Materiel Readiness Access II System).

d. World-Wide Ammunition Requirements and Assets Report System (Application Title: World-Wide Ammunition Reporting System (Wars)). The Enlisted Personnel Management Spin-Off, CONPERS, is also furnished by the DPA directly to DA. Manual reports are submitted by the DPA to HQ CONARC to meet reporting requirements. (For Details See Tab B.)

5. The FUSA Telecommunications Center provides AUTODIN Support to HQ, FUSA and tenant activities. (For Detailed Information See Annex D.)

6. The Office of the Provost Marshal, FUSA, is tied into the world-wide net of the FBI National Crime Information Center (NCIC) located at FBI HQ, Washington, D. C. through a remote terminal located here at FUSA. This world-wide system is supported by an IBM 360/50. The NCIC provides information for decision making by investigators and patrolmen. The information provided is an information tool.

a. Some of the information available to authorized law enforcement agencies includes data on: stolen vehicles, license plates, and

wanted persons to include Military AWOL, deserters, etc. Some of the agencies having terminal access to the system include major city police headquarters, state patrol headquarters, Air Force, Navy, and Army Military Police (major headquarters).

b. The equipment, programing, personnel costs, communications lines, and terminal cost are financed for and paid by the FBI and Department of Justice. (See Tab G, Appendix I.)

7. Impact Analysis.

a. At Appendix I the number of systems operating at FUSA were explained in terms of support to commands and installations. The analysis by type system and input/output flow of reports revealed that HQ, FUSA general and special staffs receive ADP support from the HQ, FUSA MISO/DPA except the DCS Intelligence. (See Tab A, Appendix 2.)

b. MISO/ADP support outside of the HQ FUSA has been discussed at Appendix I.

c. Based upon the analysis of input/output flow the current Multi-Service, Multi-Command, CONARC Standard, CONARC non-standard, First Army Standard plus local systems are dependent upon the MISO/ADP support capabilities at the FUSA. This flow of data is affected at the CONUSA level through updating, consolidation, summarization, generating new information for organizational level, distribution to functional staff, editing, updating, and distribution within given time frames to an array of different levels of command functions.

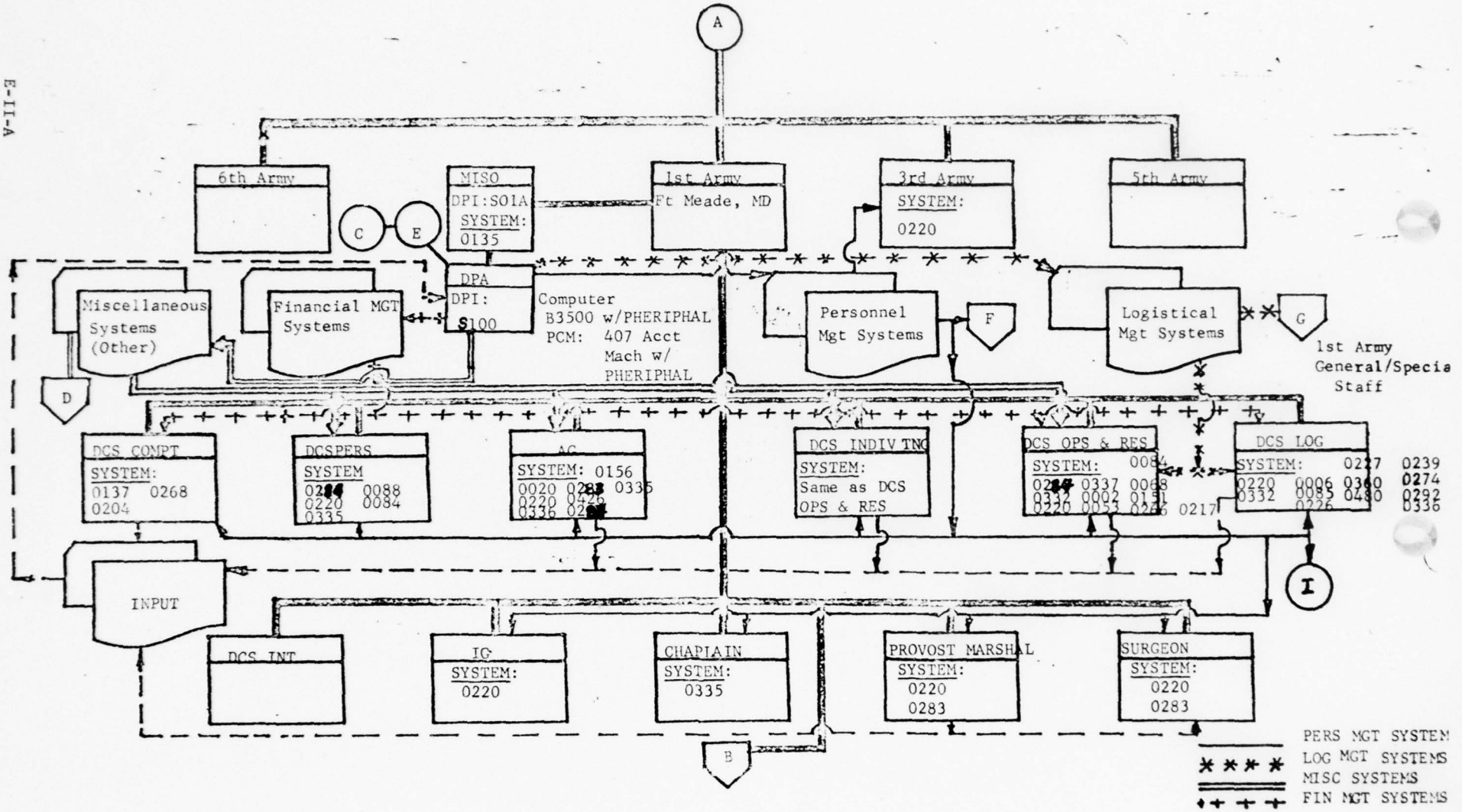
d. Major Impact. If ADP support capability is not provided as discussed in Appendix I, flow of data to systems other than those at the local FUSA headquarters will be interrupted. Therefore, reorganization can have a major impact upon information/report flow. The degree of impact will depend upon how reorganization in terms of data processing is implemented.

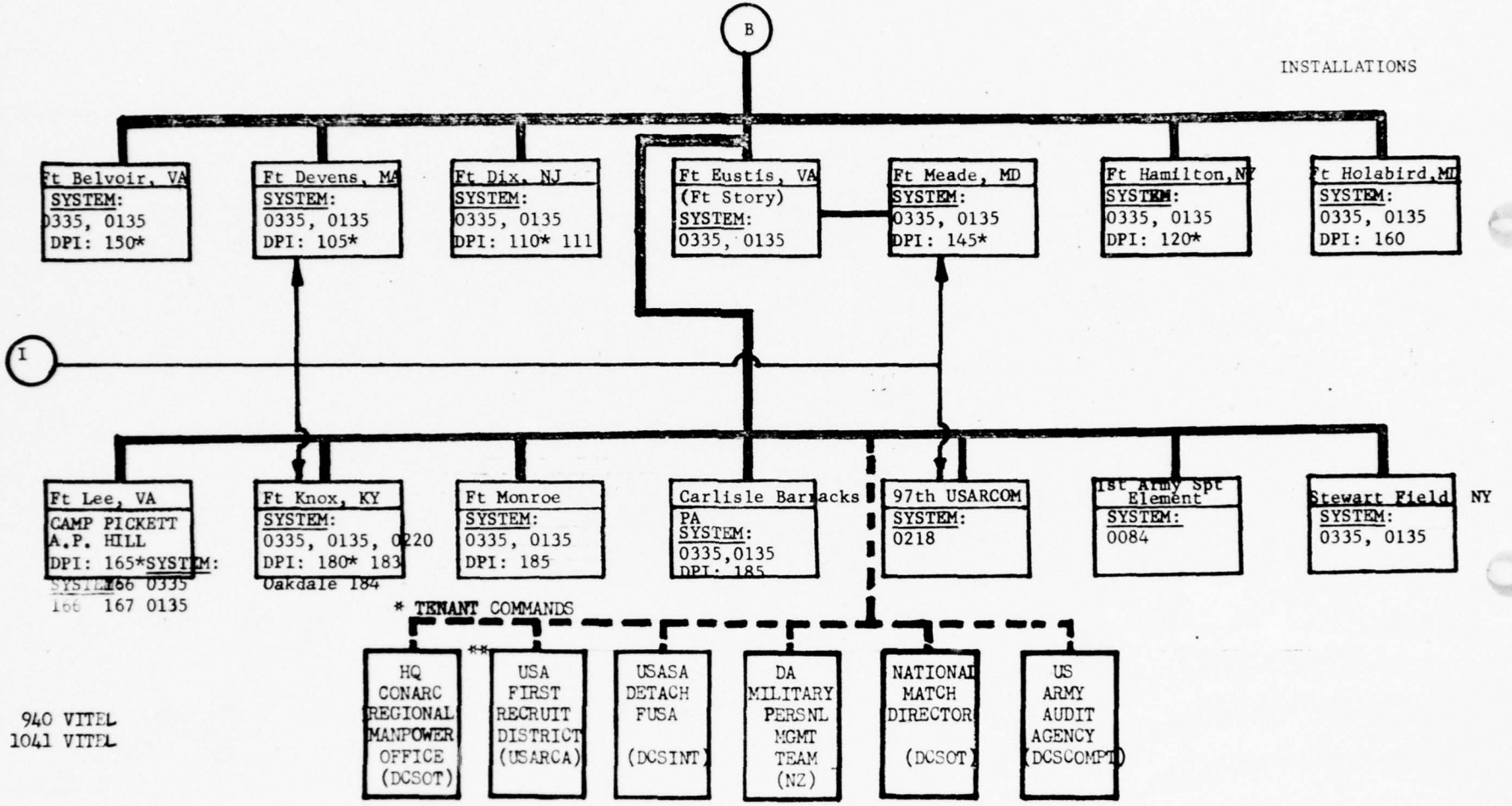
Tabs

A - MISO/DPA ADP Input/Output Support Relationships
B - FUSA B-3500 Applications
C - CONARC and Army Standard Systems
D - ADP Support to Higher and Lower Echelons
E - Current Automated Systems, FUSA MISO/DPA ADP
F - FUSA DPA B-3500 Monthly Utilization by System
G - ADP Product Register
H - Reports Collection Form
I - Detail Listing of ADP Applications Supporting FUSA

E-II-A

HEADQUARTERS, FIRST UNITED STATES ARMY DATA PROCESSING ACTIVITY
MISO/DPA ADP INPUT/OUTPUT SUPPORT RELATIONSHIPS
FORT GEORGE G. MEADE, MARYLAND

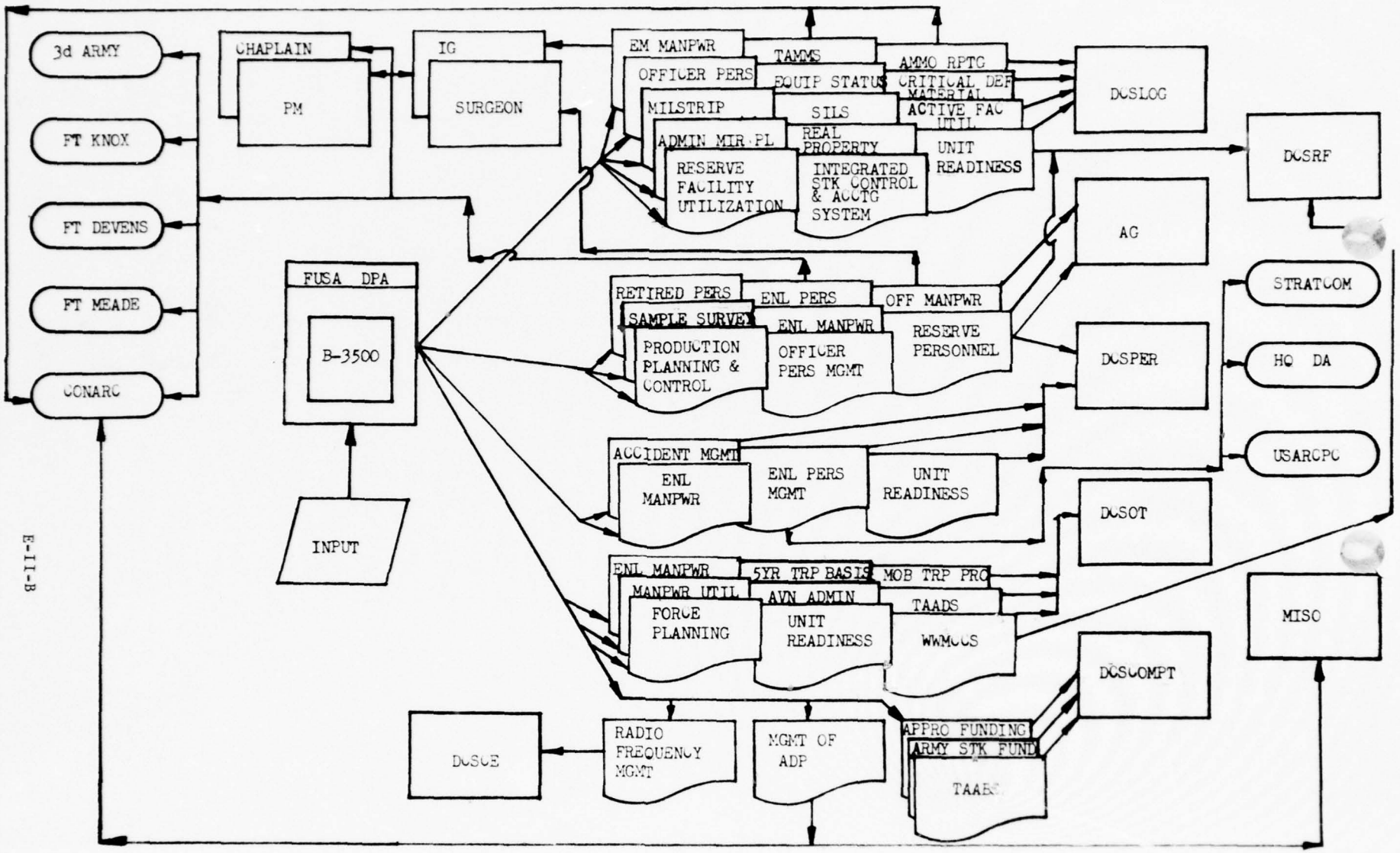




**
ADPE: 940 VITEL
1041 VITEL

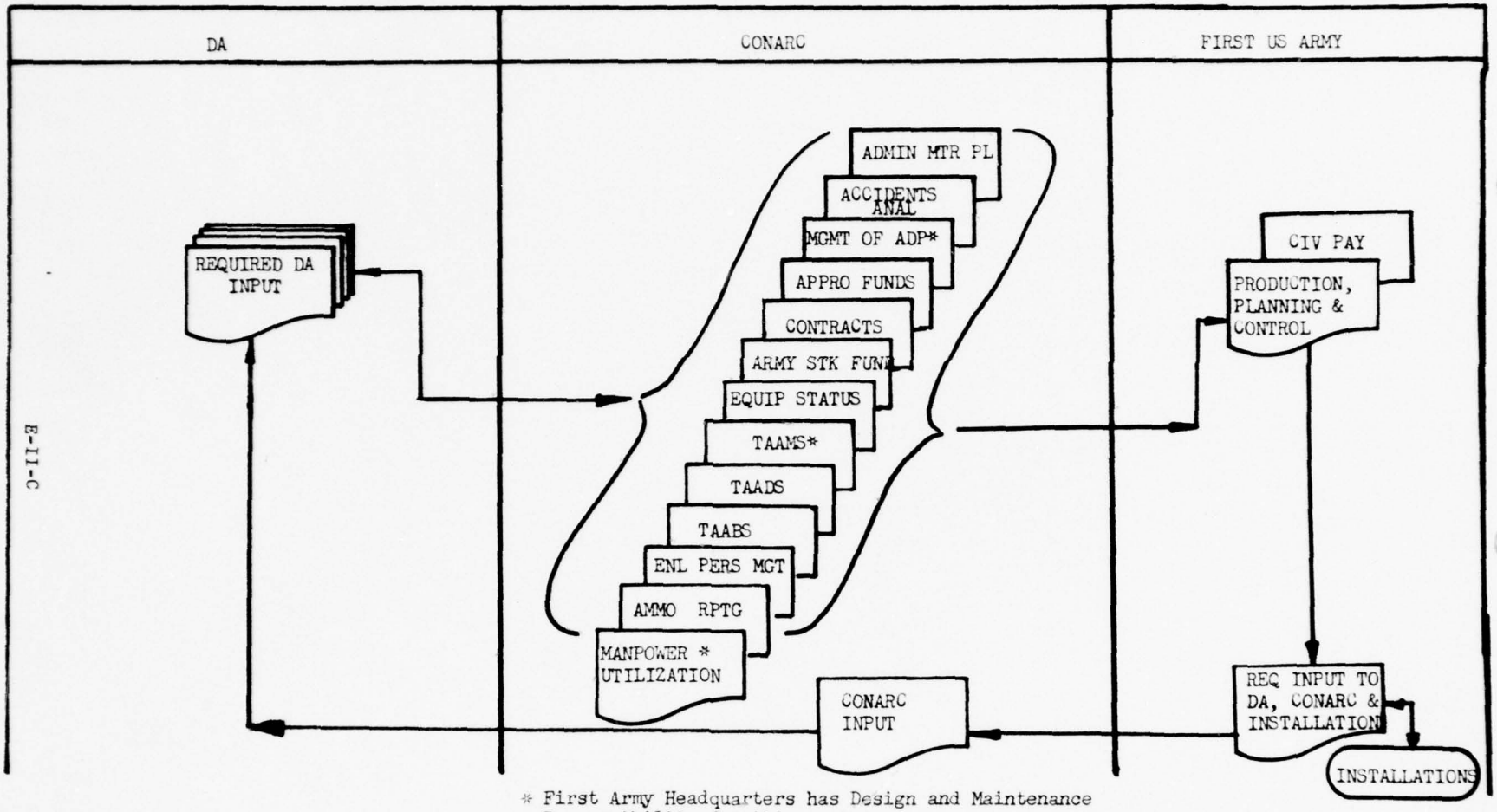
*
Tenant Staff Elements not organic to First US Army Headquarters - Responsible and/or sponsoring staff offices shown in parentheses.

HEADQUARTERS, FIRST UNITED STATES ARMY
B 3500 APPLICATIONS



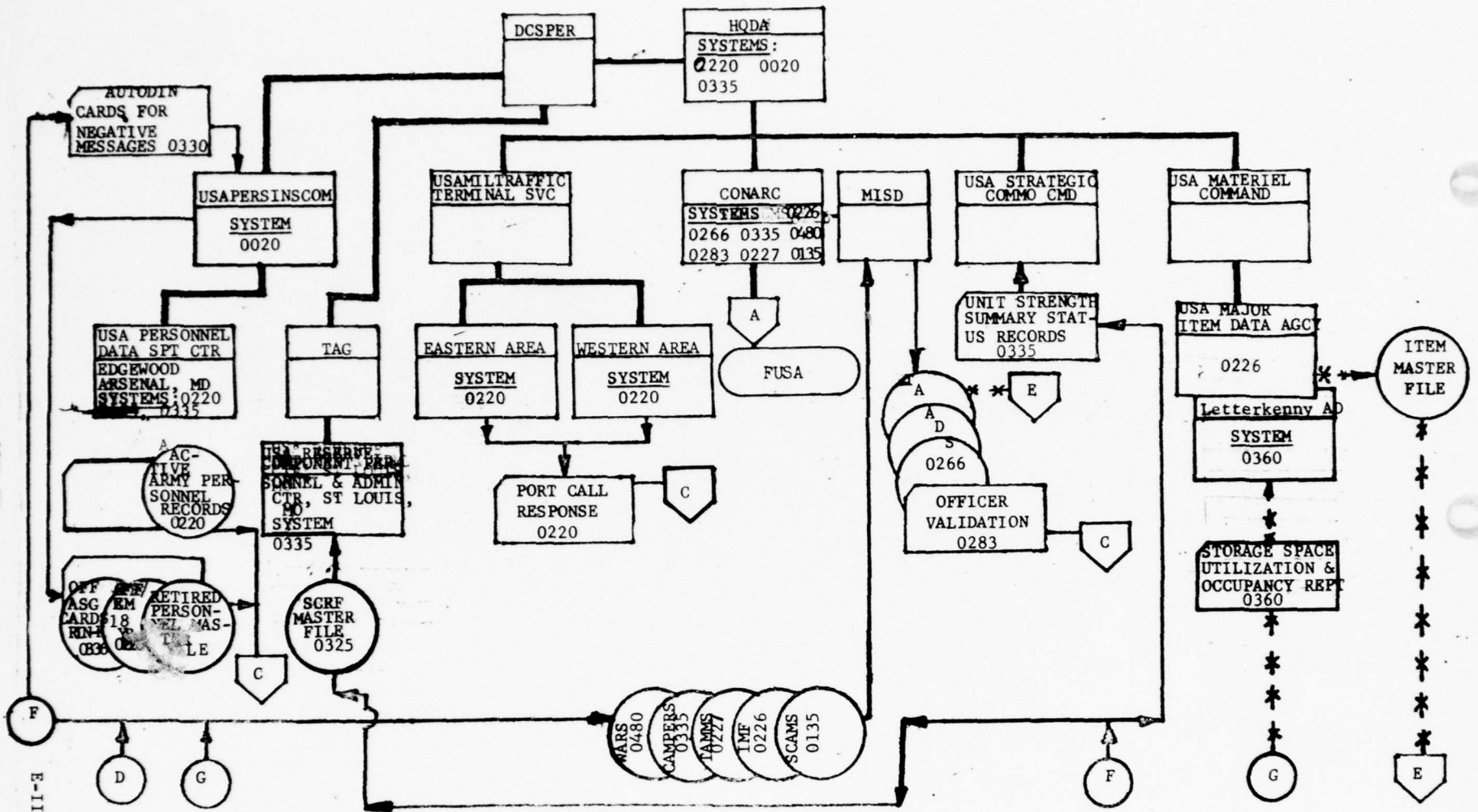
E-II-B

HEADQUARTERS, FIRST US ARMY
CONARC AND FIRST ARMY STANDARD SYSTEMS



* First Army Headquarters has Design and Maintenance Responsibility for this system

HEADQUARTERS, FIRST UNITED STATES ARMY DATA PROCESSING ACTIVITY
ADP SUPPORT TO HIGHER & LOWER ECHELONS



E-II-D

CURRENT AUTOMATED SYSTEMS, 1ST US ARMY

MISO/ADP

SYSTEMS CODE	SYSTEMS TITLE	TYPE SYSTEM
0002	Five Year Troop Basis-Active Army	1st Army Local
0005	Civilian Pay System (Operations at 1st Army Installation only)	1st Army Standard (Maintenance Responsible at Installation Level)
0006	Administrative Motor Pool Vehicle Cost and Performance	CONARC-Standard
0009*	Military Construction Army Programming	CONARC
0020	Retired Personnel Inventory	1st Army Local (Input From DA)
0028	DA Requisition and Issue System (MILSTRIP)	1st Army Local
0053	Army Aviation Administration Management	1st Army Local
0054	Integrated Installation Stock Control and Acctg System	1st Army Local
0068	MOB Troop Program	1st Army Local
0084	Unit Readiness Reporting	1st Army Local
0085	Reserve Facility Utilization	1st Army Local
0088	Accident Analysis Reporting System	CONARC-Standard
0135	Management of Army ADPE (Total Design & Maintenance Responsibility at FUSA HQ)**	CONARC-Standard (SCAMS)
0144	Inventory of Commercial Industrial Type Activities & Contract Support Services	CONARC-Standard
0151	HQ DA Command & Control System	Multi-CMD (DA)
0156*	Sample Survey of the Army	Multi-CMD

* Determined from CONARC ADP Systems Report as Input from 1st Army.

** Design & Maintenance Responsibility assigned to FUSA HQ MISO by CONARC.

Tab E (Current Automated Systems, 1st US Army (MISO/ADP) to Appendix 2 (MISO/ADP Input/Output Support Relationships) to Annex E (MISO/DPI Opns) to DA Study

SYSTEMS CODE	SYSTEMS TITLE	TYPE SYSTEM
02-0189 0368,0068*	World-Wide Military Command & Control System	Multi-CMD, Multi-Service
0204	Army Stock Fund	CONARC-Standard
0217	Radio Frequency Management	1st Army Local
0218/0284	ARNG & Reserve Personnel & Manpower Management	Multi-CMD
0220	Enlisted Manpower Management	Multi-CMD (CARMOCS)
0226	Equipment Status Reporting	CONARC-Standard (IMF)
0227	The Army Maintenance Management System (TAMMS) (Partial Design & Maintenance Responsibility- 2 Applications only)**	CONARC-Standard (TAMMS)
0239	Secondary Item Inventory Stratification (SILS)	1st Army Local
0266	Army Authorization System (TAADS)	CONARC-Standard (TAADS)
0268	The Automated Army Budget System (TAABS)	CONARC-Standard
0274	Real Property Inventory-Army	1st Army Local
0283	Officer Manpower Management	Multi-CMD (CARMOCS)
0292	Control of Critical Defense Material	1st Army Local
0332	Unit Readiness Reporting-Reserve Components	1st Army Local
0335 (0491)***	Enlisted Personnel Mgmt	Multi-CMD (CARMOCS) & CONARC-Standard (CAMPERS)
0336	Officer Personnel Mgmt	Multi-CMD (CARMOCS)
0337	Manpower Utilization and Requirements	CONARC-Standard (CAPS) *
0360	Installation Utilization of Military Real Property-Army	1st Army Local
0379	Army Force Planning System	1st Army Local
0426	Production Planning and Control	1st Army-Standard (In name only)
0480	World-Wide Ammunition Requirements and Assets Report System	CONARC-Standard (WARS)

* (Same as note on page 1)
** (Same as note on page 1)
*** NOTE: Sys 0335 Inputs to CONARC Sys H0491.

HEADQUARTER, FIRST UNITED STATES ARMY
DPA B-3500 MONTHLY UTILIZATION BY SYSTEM

SYSTEM CODE	TITLE	MONTHLY UTILIZATION (HOURS)
0002	Five - Year Troop Basis, Active Army	0.3
0006	Administrative Motor Vehicle Services' Cost and Performance	3.7
0020	Retired Personnel System	8.9
0084	Unit Readiness Reporting	0.1
0088	Accident Analysis	0.1
0135	Management of Army Automatic Data Processing	36.1
0137	Appropriation and Fund Accounting	17.4
0204	Army Stock Fund	2.7
0218	Army National Guard Personnel and Manpower Management	0.3
0220	Enlisted Manpower Management	108.4
0226	Equipment Status Reporting	35.4
0227	DA Equipment Record Maintenance Management System/TAERS	4.3
0239	Automatic Return Items	0.4
0266	Army Authorization System	43.9
0268	The Automatic Army Budget System - TAABS	27.4
0283	Officer Manpower Management	3.1
0284	Reserve Personnel and Manpower Management	35.7
0335	Enlisted Personnel Management	21.3
0336	Officer Personnel Management	7.2
0337	Manpower Utilization and Requirements	16.8
0426	Production Planning and Control System/PPC	0.1
0480	World-Wide Ammunition Requirements and Asset Reporting System (RCS (SGLI) 1322)	8.5
	TOTAL MAINFRAME TIME	381.9
	IDLE TIME	220.1
	AVAILABLE MAINFRAME TIME	612.0
	TIME ALLOWANCE FOR MAINTENANCE & SETUP	108.0
	MAXIMUM AVAILABLE TIME	720.0

HEADQUARTERS, FIRST US ARMY
ADP PRODUCTS REGISTER

1101	LOCATOR CARDS FOR OVERSEAS MOVEMENT
1110	DISPOSITION OF SEPARATION FORMS
1112	OFFICER AUTHORIZED STRENGTH CARDS
1115	SRCP MONTHEND MASTER TAPE FILE
1116	INVENTORY PROJECTED STRENGTH
1120	OMWW RECONCILIATION SYSTEM
1122	MOS VALIDATION
1125	RECONCILIATION EMTR ¤MONTHLY AUDIT*
1127	SURPLUS MOS REPORT
1129	CONUS PERSONNEL REPORTING SYSTEM
1130	Z10, Z20 AND Z30 STATISTICAL REPORT
1135	SYSTEM EFFECTIVENESS REPORT
1142	CONARC OFFICER REQUISITION REPORT
1144	MONTHLY PERSONNEL ROSTERS
1145	ADDITIONAL PERSONNEL ROSTERS
1148	ACCESSIONS, DFR AND RETURNED FROM DFR
1150	BASOPS DATA FOR FORT MEADE, MARYLAND
1168	PERMACAP ROSTER OF EXCEPTIONS
1170	AWOL STATISTICAL REPORT
1173	CENTRALIZED ASSIGNMENT PROCEDURE III¤CAP III* SYSTEM
1175	OFFICER AND ENLISTED STRENGTH AUDIT
1180	DPA PROCESSING UPON OAD OF USAR OR NG
1190	IDENTIFICATION OF ENLISTED PERSONNEL FOR PROMOTION
1200	SAMPLE SURVEY OF MILITARY PERSONNEL
1206	ROSTER OF ACTIVE DUTY PERS WITH 18 OR MORE YEARS SERVICE
1230	CENTRAL TRANSIENT ACCOUNTING SYSTEM ¤CTAS*
1250	NEGATIVE REPORT MESSAGES

1256	OFFICER ASSIGNMENT CARDS
1307	MOS MASTER FOR BASOPS
1308	MOS MASTER LISTINGS
1310	OFFICER MOS STATUS REPORT
1311	APPLICATION FROM ACTIVE DUTY PERSONNEL FOR REGULAR ARMY APPOINTMENT
1312	CENTRALIZED ACKNOWLEDGEMENT AND DELETION SYSTEM ¤CADS*
1313	PERMANENT PARTY TOE/TD OFFICERS
1316	ASSIGNMENT INFORMATION ROSTER, E6 AND BELOW
1319	PERSONNEL LINE ITEM REQUISITION SYSTEM ¤PLIRS*
1321	ENLISTED REQUISITION SYSTEM E7 AND ABOVE
1325	RSI 3,5,N 1 ARMY PMF
1330	ROSTER OF SOUTHEAST ASIA RETURNEES
1342	PORT CALL REQUEST AND RESPONSE REPORT
1380	MILITARY POPULATION FIRST US ARMY
1382	ANALYST PERFORMANCE AND CODING QUALITY REPORT
1400	MONTHLY STATUS RECORDS FOR STRATCOM
1401	STRENGTH RECONCILIATION OF A/A UNITS
1411	STRENGTH CARDS FOR THIRD US ARMY
1412	MAINTENANCE OF CADS FILE
1425	FIRST US ARMY ACCOUNTABLE AND OPERATING STRENGTH
1429	LINGUIST PERSONNEL DATA REPORT
1430	LIST OF ACTIVE ARMY OFFICERS
1435	ROSTER OF WAC ENLISTED PERSONNEL
1441	ENLISTED PERSONNEL CHAPLAIN ASSISTANT MOS
1445	OFFICER AND WARRANT OFFICER ASSIGNMENT CARDS
1446	FIRST US ARMY STAFF OFFICERS INFORMATION ROSTER
1447	FIRST US ARMY PROTOCOL ROSTER

1450	ACCELERATED PROCESSING AND COMMISSIONING OF MEDICAL SERVICE PERSONNEL
1479	MILITARY POLICE UNIT MOS STATUS REPORT
1500	ACTIVE ARMY INPUT FORMATS AND CYCLE OUTPUT LOG
1505	MAINTENANCE OF ACTIVE ARMY PARENT UNIT AND SUBUNIT CARDS
1506	ORGANIZATION MASTER FID B AND C CARDS
1512	STRENGTH SUMMARY TABULATION
1514	SRCP ALPHABETIC LISTINGS
1515	SRCP PROCESSING INPUT-OUTPUT REQUIREMENTS
1516	ERROR MNEMONIC TOTALS BY LOCATION
1517	SRCP EXPIRED ETS CARDS
1520	ACTIVE ARMY UPDATE INPUT CONTROL
1531	MORNING REPORT AND ROSTER CONTROL LEDGERS AND ROSTER HEADER CARDS
1532	AUTODIN TRANSACTION LISTINGS
1534	ORGANIZATION MASTER LISTS, ACTIVE ARMY
1535	WORLDWIDE LOCATOR LISTINGS
1561	ALPHABETIC PMF LISTINGS
1562	ALPHABETIC LISTS OF PROCESSED TRANSACTIONS
1570	BALANCE AND CONVERSION OF DAILY AWOL CARDS
1571	DFR SUSPENSE ROSTERS
1595	ERROR SUPPLEMENT
1600	RECONCILIATION OF ENLISTED PROJECTED GAINS AND LOSSES
1601	OFFICER REQUISITION LIST
1602	PREPARATION OF MORNING REPORT HEADER CARDS
2103	ADDRESS LABELS FOR MAILING ARMY RESERVIST MAGAZINE
2110	ANNUAL STATEMENT OF RETIREMENT POINTS
2130	REPORT OF RESERVE DUTY TRAINING
2176	ROTC CADET OFFICER PROCUREMENT CARDS

2195	USAR FACILITIES UTILIZATION REPORT
2216	RESERVE COMPONENT UNIT READINESS
2300	RESERVE COMPONENT LOGISTICAL READINESS
2301	MOSC CONVERSION SYSTEM
2305	ETS FORCAST 97TH ARCOM
2329	REINFORCEMENT FILLERS FOR ANACDUTRA
2330	USAR LOCATOR LISTING
2332	ROSTER OF WAC RESERVISTS IN FIRST US ARMY
2340	NGUS TROOP PROGRAM LISTING
2366	ROSTER OF JA OFFICERS ASSIGNED READY RESERVE
2395	RESERVE STATION TROOP LIST
2396	MINORITY REPORT
2413	ANNUAL TRAINING □AT* SCHEDULE
2425	ROSTER OF USAR CHAPLAINS ASSIGNED TO READY RESERVE
2500	PROCESSING USAR MASTER TAPE FILES □RES FIELD SYS B3500*
2501	PREPARATION OF TRANSACTION CARDS FOR USAR UPDATE CYCLES
2502	USAR OMF AND RPMF ERROR □TURNAROUND* CARDS
2503	RETIREMENT CREDIT GAIN/LOSS TRANSACTIONS
2515	RESERVE UNIT REGISTER
2525	USAR □DA* END OF MONTH REPORT PROCESSING
2547	ATTACHED USAR PERSONNEL REPORT CARDS
2560	USAR SUBUNIT ORGANIZATION MASTER FILE CARD DECKS AND LISTINGS
4125	THE ARMY AUTHORIZATION DOCUMENT SYSTEM
4321	CONTINGENCY PLAN TROOP LIST
4350	FAS XV REPORT
4360	FIRST US ARMY MOB TROOP PROGRAM
4361	FIRST US ARMY TOE TROOP LIST

5100	ARMY EQUIPMENT STATUS REPORTING SYSTEM
5101	INSTALLATION INVENTORY OF MILITARY REAL PROPERTY
5104	DEPARTMENT OF DEFENSE ACTIVITY ADDRESS REPORT
5136	SUPPLY SUPPORT EFFECTIVENESS
5200	ACCESS II ADMINISTRATIVE STORAGE REPORT ¤ASTORII*
5201	MATERIEL READINESS ACCESS II SYSTEM
5202	ADMINISTRATIVE USE VEHICLE DENSITY
5203	EQUIPMENT DENSITY REPORT
5204	SELECTED ITEMS MASTER FILE ¤SIMF*/COMMERCIAL VEHICLE LINE NUMBER MASTER
5205	MAINTENANCE SHOP WORKLOAD AND BACKLOG REPORTS
5206	ADMINISTRATIVE MOTOR SERVICES COST AND PERFORMANCE REPORT
5207	MODIFICATION WORK ORDER CONTROL AND REPORTING
5209	AUTOMATIC RETURN ITEMS
5210	PROCESSING OF EXCESS EQUIPMENT
5211	WORLD-WIDE AMMUNITION REPORTING SYSTEM ¤WARS* ¤CONARC-STANDARD SYSTEM*
5215	AIRCRAFT INVENTORY REPORTS SYSTEM
5303	EQUIPMENT STATUS LOCAL REPORTS
5305	RADIOISOTOPE INVENTORY AND LEAK TEST REPORT
5306	SUPPORT LIST ALLOWANCE REPORT
5404	STORAGE SPACE UTILIZATION AND OCCUPANCY REPORT
5406	FIRST US ARMY KEY INSTALLATION LOGISTIC OFFICER LISTING
7100	STANDARD CONARC ADP MANAGEMENT SYSTEM ¤SCAMS* CONARC FOR MANAGEMENT OF
7107	AUTOMATIC DATA PROCESSING SHARING
7200	SYSTEM DEFICIENCY NOTIFICATION/IMPROVEMENT RECOMMENDATION ¤SDNIR*
7302	STANDARD CONARC ADP SYSTEM ¤SCAMS*
7303	USCONARC REPORTING SYSTEM FOR MANAGEMENT OF ARMY DATA PROCESSING
7501	FIRST US ARMY DATA PROCESSING ACTIVITY PUNCH CARD MACHINE COST REPORT

7511	PROCESSING PRODUCTION AND CONTROL SYSTEM
7514	PROGRAM INFORMATION PROFILE ¤PIP* MASTER FILE AVERAGE RUN TIME
7515	PIP MASTER FILE UPDATE
7516	ACTIVE ARMY AND USAR ADDRESS MASTER FILES
7520	B3500 TIME ACCOUNT AND BILLING SYSTEM
7590	FIRST US ARMY DPA ACT, ASGD AND AUTHORIZED STRENGTH REPORTING SYSTEM
8101	STORAGE OF MAGNETIC TAPES, COMPUTER DOCUMENTATION AND PCM PROCEDURES AT
8102	MANPOWER REQUIREMENTS AND UTILIZATION
8103	MILITARY FAMILY HOUSING REQUIREMENT PROGRAM
8104	ACCIDENT ANALYSIS REPORT
8107	INSTALLATION INVENTORY RECONCILIATION
8109	UNIT READINESS REPORT
8110	MILITARY CONSTRUCTION ARMY ¤MCA*
8112	AUTODIN TRANSMISSION CHECK
8113	AUTODIN TAPE TERMINAL SELF-TEST
8114	TRANSMISSION OF CARDS BY AUTODIN VIA MAGNETIC TAPE
8115	OPERATIONAL COMMAND AND CONTROL SYSTEM
8310	UNIT READINESS REPORTS FOR D1 UNITS
8350	UNIT READINESS PUNCHED CARDS
8356	RETIRED PERSONNEL
8361	ARMY AVIATOR STATUS RECORDS
8400	LISTING/ADDRESS LABELS FOR FUSA MARS MEMBERS
8402	CONTROL AND DISTRIBUTION OF ADPE CONTROL PANELS
9100	CONSOLIDATED STATEMENT OF TRANSACTION
9101	SUMMARY OF INTERCOMMAND FINANCIAL ACTIVITY
9102	AIR FORCE CROSS DISBURSING DATA
9104	COAST GUARD TRANSACTION

9105	TRANSACTIONS FOR DEFENSE AGENCIES
9107	STATUS OF REIMBURSEMENT FEEDER CODE RECAPITULATION
9108	STATUS OF ALLOCATION CURRENT YEAR AND PRIOR YEAR
9109	STATUS OF REIMBURSEMENTS
9110	STATUS OF MILITARY ASSISTANCE PROGRAM
9111	ARMY STOCK FUND GENERAL LEDGER TRIAL BALANCE
9112	TRANSACTIONS FOR NAVY
9113	OBLIGATIONS BY OBJECT
9114	ARMY STOCK FUND MANAGEMENT REPORT
9115	ACCRUED EXPENDITURES REPORTING
9117	STATUS OF FUNDS ARMY STOCK FUND
9119	CONSOLIDATED STATEMENT OF TRANSACTIONS
9120	STATUS OF ALLOCATION NO YEAR FUNDS
9121	INTERNATION BALANCE OF PAYMENTS ¤RCS CSCAA-239*
9122	SCHEDULE OF MAP OBLIGATIONS AND EXPENDITURES BY RCN
9123	REPORT OF MAN-YEARS AND PERSONNEL COST FOR CIVILIAN EMPLOYMENT
9130	APPROPRIATIONS BALANCES - UNLIQUIDATED OBLIGATIONS
9132	CONUS ARMY STANDARD TAABS ¤CAST*
9138	PRIORITY MANAGEMENT EFFORT ¤PRIME*
9139	NET EXPENDITURES, REIMBURSEMENTS AND RELATED CASH TRANSACTIONS
9140	PHASE I CONARC INTERIM FINANCIAL ACCOUNTING AND REPORTING SYSTEM
9141	PHASE II CONARC INTERIM FINANCIAL ACCOUNTING AND REPORTING SYSTEM
9142	PHASE III CONARC INTERIM FINANCIAL ACCOUNTING AND REPORTING SYSTEM
9143	FINANCIAL STATUS OF MODERN VOLUNTEER ARMY
9310	LISTING OF INSTALLATION FINANCE DATA
9501	CONSOLIDATED STATEMENT OF TRANSACTION SUMMARY BALANCING CONTROL ¤X77*
9504	STATEMENT OF ACCOUNTABILITY TRANSACTIONS

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE MISO
DIVISION
BRANCH
SECTION

DATE OF INTERVIEW 18 April 1972

FUNCTIONAL AREA(S) MISO/DPI OPNS

NAME OF INDIVIDUAL CONTACTED Mr. Bridger

PHONE # 6328

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
1. CONARC Reporting System of Army Data Processing	ATDS-8		X Punch Cards	Class I Installations; USA Ord and Sig Schools	1A Reg 18-2; CON ltr, ATDS-OT, 25 Jun 70; CON Msg 022030Z Jul 70	No	Yes	No	Provides Feeder ADPE Utilization information to CONARC who forwards to DA
2. BASOPS Operational Status Report	ATDS-30	X		BASOPS Installation	CON ltr, ATDS-BPO, 24 Jun 72; 1A ltr, AHAMS-PR, 3 Feb 72	No	Yes	No	Semi-monthly Report on the operational status of BASOPS at Class I Installations
3. Quarterly Report of ADP services provided to another agency or obtained from a commercial source (GSA-2068-A)	GSA-1018	X		Class I Installations	AR 18-1, Aug 71	No	No	No	Quarterly Report of Formal time sharing of ADPE.
4. BASOPS Extension Progress Report (CON Reg 1098-R(TEMP)	ATDS-10	X		BASOPS Installation	CON ltr, ATDS, 6 Mar 70	No	Yes	No	Milestone reporting for new BASOPS Installations is provided by this report.

CONUSA Survey (cont)

(j) Use	(k) Disposition Fwd	(l) Disposition Input	(m) Disposition Retained	(n) Disposition Fwd to	(o) Rpts to Inst	(o) Initiated by	(p) Personnel Rqmt	(p) Personnel Auth	(p) Personnel Actual	(q) Remarks
1. Determine ADPE Utilization at Class I Installations	Yes	Yes	No	CONARC	None	CONARC	2	2	2	None
2. Consolidation and Submission	Yes	Yes	No	CONARC	None	CONARC	1	1	1	None
3. N/A	Yes	No	No	GSA	None	DA	1	1	1	None
4. Consolidation and Submission	Yes	Yes	No	CONARC	None	CONARC	1	1	1	None

E-II-H-2

CONUSA Survey (cont)

Person contacted: (r)
Mr Gallagher CONARC Disposition
Ext 3625

1. Analyze input, consolidate and forward to HQ DA as the DD-COM-993 Report.

2. Analyze and distribute to CONARC functional staff elements. Retained at CONARC and used as a basis to respond to questions from higher headquarters concerning BASOPS Operational Status

3. N/A

4. Analyze and distribute to CONARC functional staff elements. Report retained at CONARC and used to respond to questions from higher headquarters concerning the extension progress of BASOPS during the actual extension of BASOPS at Class I installations.

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE MISO
DIVISION
BRANCH
SECTION

DATE OF INTERVIEW

FUNCTIONAL AREA(S)

NAME OF INDIVIDUAL CONTACTED Mr Bridger

PHONE # 6328

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
5. Evaluation of Contractor's Performance and Product	CSOCS-148	X		Class I Installations	AR 18-1, Aug 71; CON Suppl Jan 72	No	No	No	Provides Information on ADP Contracts of $50,000 and higher
6. Maintenance and use of ADP Resources Estimating Procedures (ADPREP)	CSOCS-155	X		Class I Installations	AR 18-1, Aug 71	No	No	No	Report Utilization and Maintenance of ADP Resources to increase effectiveness

E-II-H-4

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
		Disposition					Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Instr	Initiated by	Rqmt	Auth	Actual	Remarks
5. None	Yes	No	No	CONARC	None	DA	1	1	1	None
6. None	Yes	No	No	CONARC	None	DA	1	1	1	None

CONUSA Survey (cont)

Person contacted:	(r)
Mr Gallagher	CONARC Disposition
Ext 3625	

5. Review for accuracy and forward to HQ DA.

6. Review for accuracy and forward to HQ DA.

DETAILED LISTING OF ADP

APPLICATIONS SUPPORTING FUSA

0020 (CODE) | Retired Personnel Inventory (SYS TITLE) | Headquarters, First US Army (INSTALLATION) | DPI # A100

Retired Personnel (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
Provides a mechanized method for preparation of report lists and address labels for Retired Personnel in the First US Army area. Listings are prepared for personnel in selected areas and/or by selected grades as requested.	Magnetic Tape (Retired Personnel Master File)	USAPERSINCOM	Monthly		Listing: Retired Personnel Roster Address Labels Retired Personnel	Semi-Annually As Required		AG (AG-P)	AR 608-25 AR 360-81	AG (AG-P)

E-II-I-2

Headquarters, First US Army
(INSTALLATION)

DPI # A100

156 (SYS CODE) Sample Survey of the Army (SYS TITLE)

ample Survey of the Army
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINT
rides for preparation of osters of selected Active Army ersonnel to be included in the ample survey of the Army an- ounced by HQ DA letter each uarter. Survey rosters are repared by units for the elected personnel, Selections ary by Terminal digit of SSAN officers and the last two sitions for male enlisted nnel. All enlisted fe- ale personnel are selected ce a year.	O/M Master File, PMF Master File.	DPC	Quarterly		Sample Survey Rosters	Quarterly	OPO-126	AG-B	AR 600-45 AR 600-46	G-B

E-II-I-3

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0218 (CODE) | ARNG Personnel and Manpower Mgt (SYS TITLE)

National Guard Troop Program Listing
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
Provides for preparation of report consisting of listings reflecting organizational/ strength data by identity of all NGUS units in First US Army Area contained on master tape (ARNG-1) furnished by NGPAC.	Magnetic Tape file ARNG-1	DCSRF (AHARF-RO)	Monthly		Listings reflecting organizational data in 3 different sequences: a. UIC within unit number. b. UIC within branch within unit number, within type, within state. c. Total recap by Div/non-Div	Monthly		DCSRF (AHARF-RO)	Ltr, DA, AGUZ-M, 18 Feb 71	DCSRF

AD-A047 031 OFFICE OF THE CHIEF OF STAFF (ARMY) WASHINGTON DC MA--ETC F/G 15/5
FUNCTIONAL STUDY OF CONUSA (CONTINENTAL U.S. ARMY) MANAGEMENT.(U)
MAY 72

UNCLASSIFIED

0218 Reserve Personnel & Manpower Mgt Headquarters, First US Army DPI # A100

(CODE) (SYS TITLE) (INSTALLATION)

First US Army Unique Army Reserve Local Reports

(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINT
a. Reinforcement Fillers for ANACDUTRA: Provides a method for preparation of punch Cards from keypunch worksheets and producing a listing for requisitioning fillers for ANACDUTRA from RCPAC.	Keypunch Worksheets; Punch Cards	AG (AG-C)	Annually		ADT Punch ADT Requisition Listing by Report Station	Annually		AG (AG-C)	DAC, R135-20; DF, AG-C-	AG (AG-C)
b. ROTC Cadet Officer Procurement Cards: Provides a method for preparation of Punch Card Officer Procurement Data for ROTC Appointments.	1AA Form 648-Data Sheet	AG (AG-C)	As Required		ROTC Officer Procurement Cards (AG PZ - Form 581)	As Required		AG (AG-C)	DF, AG (AG-C)	AG (AG-C)
c. Report of Reserve Duty Training: Provides a method of preparing punch cards from keypunch worksheets for purpose of preparing statistical listings in summary for all reserve personnel required to attend scheduled training drills Summary information is used to prepare final type-	Keypunch Worksheets	AG (AG-B)	Monthly	CSRES-17 (R2)	Reserve Man-Day Summary Cards. Reserve Unit Man Day Summary Tabulation	Monthly	CSRES-(R2)	AG (AG-B)	AR 330-31	AG (AG-B)

E-II-5

Headquarters, First US Army
(INSTALLATION)

0218 (SYS CODE) Reserve Personnel & Manpower Mgt (SYS TITLE) DPI # A100.

First US Army Unique Army Reserve Local Reports (Cont'd)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION PO
d. Annual Statement of Retirement Points: Provides a mechanical method of accumulating and reporting retirement points earned by individual members of the Army Reserve.	AHAAG-B Form 15, Cards	AG (AG-B)	Monthly		DA Form 1383 Check List DA Form 1383 Army Reserve Retirement Credit Cards	Monthly		AG (AG-B)	AR 680-30 AR 140-185	ag (AG-B
e. Annual Training (AT) Schedule: Provides a method of preparing punch cards from keypunch worksheets while are used to produce listing of Reserve Component Units (NSAR/NGUS) schedule for annual Unit Training during calendar year.	Keypunch Worksheets. AT Report	DCSRF, (AHARF-TP)	Semi-Annually	ATOPS-64 (R9)	Tentative Site/Date Schedule List Final Site/ Date Schedule List Annual Training Schedule-by unit within Component Annual Training Schedule Report Card Deck.	Semi-Annually	ATOPS-64 (R9)	DCSRF (AHARF-TP)	CON REG 350-1	DCSRF (AHA

E-II-1-6

0218 Reserve Personnel & Manpower Mgt Headquarters, First US Army DPI # A100

(CODE) (SYS TITLE) (INSTALLATION)

First US Army Unique Army Reserve Local Reports (Cont'd)

(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
					Annual Interim Training Report Card Deck, Annual Training Schedule Check L1975					
f. Address Labels for Mailing "Army Reservist Magazine", Provides a mechanical method of preparing address labels for bulk mailing of magazines to ROTC Colleges/Universities.	Punched Cards	AG (AG-B)	Annually		Labels C Col- Universities	Annually		AG (AG-B)	AR 140-370	AG (AG-B)
g. Minority Report: Provides a mechanical method of reporting racial group totals for all units in First US Army area.	Magneti Tape a. RPMF b. OMF	DPA, First US Army	Quarterly		List: Summary Totals by Race Within Unit	Quarterly		AG (AG-B)	DF, AG-C	AG (AG-C)

E-II-7

0218 Reserve Personnel & Manpower Mgt Headquarters, First US Army DPI # A100

(SYS CODE) (SYS TITLE) (INSTALLATION)

First US Army Unique Army Reserve Local Reports (Cont'd)

(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
h. Attached USAR Personnel Report Cards: Provides mechanical method of processing punch cards pertaining to all Personnel attached to USAR Units of this command.	Attached punch cards	AG (AG-B)	Monthly		Attached Punch Card Report Deck.	Monthly		AG (AG-B)	Verbal Request AG (AG-B)	AG (AG-B)
i. USAR Subunit Organization Master File Cards And Lists: Provides a mechancial method for preparing organizational listings and report card decks of all USAR Units in First US Army area.	Magnetic Tape (OMF)	DPA, First US Army	Monthly		Organization Master File List - Unit Number Sequence Organization Master Card File - Unit Number Sequence Organization Master Card File - Subunit within UIC Sequence.	Monthly		AG (AG-B)	Verbal Request AG (AG-B)	AG (AG-B)
j. Roster of WAC Reservists: Provides a method to produce a roster reflecting personnel data for WAC per-	Magnetic Tape RPMF	DPA, First US Army	Semi-Annually		Listing of all WAC personnel assigned to units of First US Army.	Semi-Annually		DCSPER	DF, AHABA-UU	DCSPER

E-II-I-8

0218 (S CODE) | Reserve Personnel & Manpower Mgt (SYS TITLE) | Headquarters, First US Army (INSTALLATION) | DPI # A100

First US Army Unique Army Reserve Local Reports (Cont'd)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
k. ETS Forecast - 97th ARCOM: To provide a method to produce a magnetic tape file of all personnel of 97th ARCOM and on ETS Forecast Roster of all personnel of 97th USAR Command.	Magnetic Tape RPMF	DPA, First US Army	Semi-Annually		Listings: a. ETS Forecast by name within unit. b. ETS Forecast total recap by unit. c. Magnetic Tape all personnel of 97th ARCOM.	Semi-Annually		97th USAR Command	Ltr, AHRE-AG	97th [illegible]
l. USAR OMF and RPMF Error (Turnaround) Cards: Provides a method of mechanically processing of error cards generated during each USAR update cycle during report month.	OMF, RPMF Input Transaction Cards	AG (AG-B)	Bi-Monthly		OMF - Error Cards; RPMF Error Cards.	Bi-Monthly		AG (AG-B)	Verbal Request AG (AG-B)	AG (AG-B)

E-II-I-9

PAGE NO. 5

0218 Reserve Personnel & Manpower Mgt Headquarters, First US Army DPI # A100

(SYS CODE) (SYS TITLE) (INSTALLATION)

First US Army Unique Army Reserve Local Reports (Cont'd)

(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINT
m. Retirement Credit Gain Loss Transactions: Provides a method of mechancially processing retirement transaction card generated for use during each USAR update cycle for subsequent use in processing and updating Retirement Point Credit.	Reitrement Gain/Loss Transaction Cards	AG (AG-B)	Bi-Monthly		Retirement Gain Loss Cards. Retirement point Credit Cards (AG-D Form 27)	Bi-Monthly		AG (AG-B)	Verbal Request AG (AG-B)	AG (AG-B)
n. Preparation of Transaction Cards for USAR Update Cycles: Provides a method to produce punched transaction cards to update the OMF and RPMF magnetic tape files.	a, Cards AHAAG-B Form 15 b, Code Fm 771-R FM 1001-1 Fm 2362 Fm 16 Fr 17	AG (AG-BR)	Daily		OMF Transaction Cards RPMF Transaction Cards.	Daily		AG (AG-BR)	Verbal Request AG (AG-B)	AG (AG-BR)

E-II-I-10

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0220 (SYS CODE) — Enlisted Manpower Management (SYS TITLE)

Military Population of First US Army
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for the preparation of a report in various sequences reflecting assigned military strength totals by identity for all units located in the First US Army geographical area.	Active Army Personnel Master File Active Army Personnel Records	1A DPA US Army Personnel Data Support Center (PEPS-G), Edgewood Arsenal, MD	Monthly		Military Population Report a. Part A - By State b. Part B - Station Within State c. Part C - Parent Unit Within State d. Part D - Fort Meade Within Parent Unit	Monthly		a. Part A: CO, Ft Devens, MA, ATTN: AHBFGA-MC. Provost Marshal (AHAPM-O) b. Part B: CO, Ft Devens, MA, ATTN: AHBFGA-MC. Provost Marshal (AHAPM-O). DCSLOG (AHAED-ED) c. Part C: CO, Ft Devens, MA, ATTN: AHBFGA-MC. Provost Marshal (AHAPM-O) DCSLOG (AHAED-ED. IG Office (AHAIG). Chief, MHCS, KAH, FGGM, MD	AR 680-2	a. Sa... distributic b. " c. " d. "

E-II-1-11

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0220 (SYS CODE) | Enlisted Manpower Management (SYS TITLE)

Military Population of First US Army (Cont)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECIS... POIN...
								c. (Cont) Chief, Dept of Hosp Clinic, KAH, FGGM,MD d. Part D: CO, Ft Meade, MD, ATTN: AHBMBA-MPR		

E-II-I-12

20 (SYS CODE) Enlisted Manpower Management (SYS TITLE) Headquarters, First US Army (INSTALLATION) DPI # A100

S Master Listing (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINT
ovides for producing a new S Master File on tape known AHA15M, for processing tive Army transactions in e daily update cycle and for e preparation of new MOS stings for use by AG-B.	MOS Master Cards	DA	Monthly		MOS Master Listing	Monthly		AG-BA	DF, AG-B, 26 May 1970	AG-BA

E-II-I-13

Headquarters, First US Army
(INSTALLATION)

0220 Enlisted Manpower Management
(SYS CODE) (SYS TITLE)

DPI # A100.

Strength Summary Tabulation
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION
Provides for the preparation of tabulated report containing strength totals for all Active Army personnel by identity and grade grouped by status codes.	Active Army Personnel Master File	1A DPA	Monthly		Strength Summary Tabulation: a. 1A STRAF b. 1A Operating c. 1A Non-Operating d. 1A Enroute e. 1A Separatees f. CONARC Assigned g. Technical Service Operating h. Technical Service Non-Operating i. Materiel Command	Monthly		DCSPER (AHABA-PSE) 1A DPA	AR 600-2	DCSPER (AHABA-PSE

B-II-I-14

0220 (SYS CODE) | Enlisted Manpower Management (SYS TITLE) | Headquarters, First US Army (INSTALLATION) | DPI # A100

Strength Cards for Third US Army (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
Provides for the preparation of Strength Summary Cards for units assigned to Third US Army serviced by the First US Army DPA.	Active Army Personnel Master File	1A DPA	Monthly		Unit Strength Summary Cards.	Monthly		CG, Third US Army, ATTN: AJADP-A	Ltr, AJADP-X, HQ, Third US Army, 5 Jan 70.	Third A

E-II-I-15

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0220 Enlisted Manpower Management
(SYS CODE) (SYS TITLE)

Roster of Active Duty Officer and Enlisted Personnel with 18 Years or More Service
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINT
To provide for the preparation of roster reflecting officer and enlisted personnel assigned to units serviced by the First US Army DPA with 18 or more years of active service.	1. Abbreviated Officer/Enlisted Tape Record	DA	Semi-Annual		Rosters of personnel with 18 years or more service	Semi-Annual		AG-B	DF, AHAAG-B 3 Dec 71	AG-B
	2. Active Army Personnel Master File	1A DPA								

E-II-I-16

Headquarters, First US Army
(INSTALLATION)

DPI # A1[illegible]

[illegible]220 (SYS CODE) Enlisted Manpower Management (SYS TITLE)

Port Call Request and Response Report
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION CODE
Provides for; preparation of punched cards for port call requests for unaccompanied dependents and inter-theater transferees (ITT) for the Eastern and Western Area Military Traffic Management and Terminal Service.	Key Punch worksheets	DCSLOG, AHABD-MH	As Required		Port Call Request, Punch Cards	As Required		DCSLOG (AHABD-MH)	AR 28	[illegible] (AHABD-MH)
	DF's	AG-B			" "			AG-B	"	AG-P
Preparation of listings of port call response. Cards received from the Eastern or Western Area Military Traffic Management and Terminal Service	Response Cards	Eastern and Western Area Mil Traffic Management and Terminal Service			Port Call Procedure Testing			DCSLOG (AHABD-MH) AG-B	"	DCSLOG (AHABD-MH) AG-P

E-II-I-17

PAGE NO. 16

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0220 (SYS CODE) | Enlisted Manpower Management (SYS TITLE)

Centralized Acknowledgement and Deletion System
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
Provides for the preparation of report and punched cards to respond to the Centralized Acknowledgement and Deletion System for enlisted personnel being assigned overseas.	Punched Cards	AG-B	As Required		Assignment Information Cards and Listings	As Required		AG-B	DA CIR 614-18	AG-P

E-II-I-18

PAGE NO. 17

Headquarters, First US Army
(INSTALLATION)

0220 Enlisted Manpower Management DPI # A100
(SYS CODE) (SYS TITLE)

Central Transient Accounting System (CTAS)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
Provides for preparation of reports and punched cards for unresolved and unmatched transient records which have been processed to the Active Army personnel master file to include name, MPC, social security account number, UIC, reporting date, and DA reference number. Listings are used to notify the reporting unit to reflect the required morning report remark for the current status of each individual.	CTAS Suspense Cards	HQ DA	Semi-Monthly		CTAS Punched Cards Unmatched Listings in UIC sequence 1230 Err List in UIC Sequence.	Semi-Monthly		AG-B	DA ltr, DPS-SFM, 16 Apr 70 subj: Central Transient Accounting System.	AG-B

E-II-I-19

0220 (SYS CODE) | Enlisted Manpower Management (SYS TITLE) | Headquarters, First US Army (INSTALLATION) | DPI # A100

World-Wide Locator Master Lists (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
Provides for the preparation of listings reflecting organizational data for all units reported on the world-wide locator master file. This report is used to identify and code required entries on the morning reports in the Active Army Personnel Reporting System.	World-Wide Locator Master File (SECRET)	1A DPA	Monthly		World-Wide Locator Master List in the following sequences: (Classification SECRET) a. UIC b. Parent Unit Number c. Station Name d. APO Number	Monthly		AG-BA	DF, AHAAG, 1 Nov 71	AG-BA

E-II-I-20

Headquarters, First US Army
(INSTALLATION)

0220 (SYS CODE) | Enlisted Manpower Management (SYS TITLE) | DPI # A100

Organization Master Lists - Active Army
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
Provides for the preparation of listings for units serviced by First US Army DPA reflecting organizational data applicable to each unit. Listings are used to identify and code required entries on the morning reports in the Active Army Personnel Reporting System.	Organization Master File	1A DPA	Monthly		Organization Master List in the following sequences: a. Subunit by Parent Unit b. Location c. Parent Unit by Parent Unit Number d. UIC	Monthly		CO, Ft Meade Attn: AHBMBD-M AHBMBA-MPB AHBMCR CO, 401st PSC, Ft Knox KY DCSLOG (AHABD-MH) DCSPER (AHABA-KT) 1A DPA DCSOT AHABC-OR CO, Ft Devens, Mass AHBPGD-SD	DF, AHAAG-B 1 Apr 71	AG-B

E-II-I-21

Headquarters, First US Army
(INSTALLATION)

0220 Enlisted Manpower Management
(SYS CODE) (SYS TITLE)

DPI # A100

MOS Master for BASOPS Installations
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
Provides for preparation of duplicate MOS Master File for each BASOPS installation for use in reporting under the Active Army Personnel Information System.	MOS Master Tape File	1A DPA	Monthly		MOS Master File	Monthly		AG-B	DF, AHAAG-BA 12 Aug 71	AG-B

E-II-I-22

PAGE NO. 21

Headquarters, First US Army
(INSTALLATION)

DPI # A100

)220 (SYS CODE) Enlisted Manpower Management (SYS TITLE)

Reconciling Enlisted Projected Gain & Loss Cards
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECIS-ION POINT
vides for the selection nd identification of enlist-ed personnel projected gain nd loss cards containing rroneous UIC's, pay grades, ersonnel ID's, assignment onths and/or FID codes.	Gain and loss cards	AG-BA	Monthly		Erroneous gain and loss cards	Monthly		AG-BA	DF, AHAAG-PD-M 26 Jun62	AG-BA

E-II-I-23

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0220
(SYS CODE)

Enlisted Manpower Management
(SYS TITLE)

BASOPS Data for Fort Meade, Maryland
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
Provides for the punching of selected records for the Fort Meade BASOPS resulting from Active Army Personnel Reporting System Update Cycles.	AUTODIN Magnetic Tape Messages	1A DPA	*Daily		BASOPS Punched Cards	*Daily		AG-B	AR 680-2	AG-B

*After every Active Army Update Cycle

E-II-I-24

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

BPI # A100

0220 (SYS CODE) Enlisted Manpower Management (SYS TITLE)

Morning Report and Roster Control Ledgers and Roster Header Cards
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
Provides for the preparation of control ledgers to control the receipt of Morning Reports and Monthly Personnel Rosters separately for officer and enlisted personnel. Also provided for is the preparation of roster header cards for use in processing changes reported on on Monthly Personnel Rosters. These ledgers and cards are prepared for all units serviced by First US Army DPA, excluding BASOP installations.	Organization Master File	1A DPA	Monthly		Roster Header Cards	Monthly		AG-BA	AR 680-2	AG-BA
					Morning Report Control Ledger DA Form 711(1)	"		"	"	"
					Roster Control Ledger	"		"	"	"
					Control List of Units by Assignment	"		"	"	"

E-II-I-25

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0220 Enlisted Manpower Management
(SYS CODE) (SYS TITLE)

SRCP Alphabetic PMF List
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINT
Prepare a report consisting of all records on the SRCP Master File. This report is used for data analysis purposes.	SRCP PMF File	1A DPA	Monthly		SRCP Alpha Listing	Monthly		AG-BA	DF, AHAAG-B 3 Nov 71	AG-BA

E-II-I-26

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0220 (SYS CODE) Enlisted Manpower Management (SYS TITLE)

AUTODIN Transmissions and Separation Transactions
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
Provides for the preparation of a listing reflecting output transaction records resulting from each Active Update Cycle transmitted via AUTODIN to BASOP installations and PERMACAP units in the First US Army Area. In addition, provides for the preparation of punch cards for all separation transactions processed as reported by all units serviced by the First US Army.	Magnetic Tape AUTODIN messages	1A DPA	*Daily		AUTODIN Traffic List	*Daily		AG-BA	DF AHAAG-B 8 Jan 71	AG-BA
					Separation Punch Cards			AG-BA	DF AHAAG-BAC 5 Feb 71	AG-BA

*After each scheduled Active Army Update Cycle.

E-II-I-27

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0220 (SYS CODE) Enlisted Manpower Management (SYS TITLE)

Maintenance of Active Army Organization Master Card File
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
Provides for the preparation of a punched card file containing DA organizational data and items of local data for each active Army unit (subunit) under the servicing responsibility of the First US Army. This file is used by the 1A DPA in the preparation of reports by PCM methods that require this data.	Magnetic Tape CMWW Master File	1A DPA	Weekly		CM Subunit Punch Card File	Weekly		1A DPA	AR 680-2	1A DPA

E-II-1-28

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0220 (SYS CODE) | Enlisted Manpower Management (SYS TITLE)

Roster of Southeast Asia Returnees
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINT
Provides the Surgeon's Office a listing of recent Southeast Asia returnees so that appropriate malaria debriefings may be carried out.	PMF File	1A DPA	Monthly		Roster of Southeast Asia Returnees	Monthly		Surgeons Office AHAME-PM	a. DF, AHAME-PM 12 Feb 70 b. DF, AHAME-PM 12 Mar 70 c. DF, MEDEC-ZI 26 Mar 70	Surgeon's Office

E-II-I-29

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0283 (SYS CODE) Enlisted Manpower Management (SYS TITLE)

Officer Requisition List
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
Provides for the selection and listing of First US Army operating units reflecting officer requisition codes and various organizational data.	OMMW File	1A DPA	Monthly		Officer Requisition List	Monthly		AG-BA	DF AHAAG-PM 0 - 14 Sep 70	AG-BA

E-II-I-30

PAGE NO. 29

0283 (CODE) | Officers Manpower Management (SYS TITLE) | Headquarters, First US Army (INSTALLATION) | DFI # A100

CONARC Officer Requisition (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
Prepare listings for Officer requisitions reflecting Line Nr., MOS, Branch, Item Nr., and Station to include consolidated and station listings by branch.	Officer Requisition Cards Officer Validation Cards	AG-B CONARC	Bi-Monthly		Consolidated and Station Lists. Officer Requisition Cards.	Bi-Monthly "		AG-B	AR 614-185.	AG-P

E-II-I-31

Headquarters, First US Army
(INSTALLATION)

DPI # A100

0283 (SYS CODE) | Officer Manpower Management (SYS TITLE)

Accelerated Processing and Commissioning of Medical Service Personnel
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINT
Provides for the preparation of punched cards from data furnished to include name, sex, date of birth, social security account number, place of birth, requester and request number to accelerate security clearance of personnel being commissioned in the medical service.	Keypunch Worksheets	Surgeon's Office (AHAME-P)	As Required		Punched Cards	As Required		Surgeon's Office (AHAME-P	DA ltr, AGAM-P(M) (14 Feb 66) DCSPER PD, 17 Feb 66.	Surgeon's Office (AHAME-P)

E-II-I-32

PAGE NO. 31

0332 (SYS CODE) | Unit Readiness Reporting - Reserve Component (SYS TITLE) | Headquarters First US Army (INSTALLATION) | DPI # A100

Reserve Component Unit Readiness (RCS CSGPO-313) (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
a. Reserve Component Unit Readiness provides a method to edit input punched cards for valid coding and produces source data listings and statistical reports on USAR and NG units in First US Army.	DA Form 2841	DCSRF	Semi-Annual	CSGPO-313	a. Edit Listing b. Error Cards c. List Report Cards d. Report Card Deck e. List by Troop Category f. List by REDCON Category	Semi-Annual	CSGPO-313	DCSRF	AR 135-8	DCSRF
b. Reserve Component Logistical Readiness provides a method to produce two summary type listings reflecting Logistical Readiness conditions of USAR and NG units in First US Army area.	DA Form 2841	DCSRF	Semi-Annual		a. List - Logistical Readiness conditions - REDCON criteria by troop category b. List - Authorized Level of Organization - all units with REDCON Code 1 by Troop category	Semi-Annual		DCSLOG	DF, DCSLOG	DCSLOG

Headquarters First US Army
(INSTALLATION)

DPI # A100

0335 (SYS CODE) Enlisted Personnel Management (SYS TITLE)

Roster of WAC Enlisted Personnel
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
Provides for preparation of reports for WAC enlisted personnel in the First Army area reflecting name, grade, social security account number, primary and duty MOS, proficiency pay status, date of return from oversea, expiration term of service, unit of assignment, UIC, subunit and MRIC.	Active Army personnel master file	1A DPA	Monthly		Report in alphabetic sequence by the major installation	Monthly		DCSPER AHABA-W	DF, AHABA-W, DCSPER, 13 Oct 69	DCSPER

E-II-I-34

)335 Enlisted Personnel Management Headquarters, First US Army DPI # A100

S[illegible] CODE) (SYS TITLE) (INSTALLATION)

legative Report Messages by AUTODIN

(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
Preparation of single card negative report messages for notification to DA that officer and enlisted personnel transactions applicable to an Active Army Personnel update cycle number for a strength month are negative.	AUTODIN Log-Out listing is screened for missing traffic	1 USA DPA	As Required		AUTODIN cards for negative messages.	As Required	CSGPA-1101 CSGPA-1102 CSGPA-1104 CSGPA-1105	AUTODIN Terminal	AR 680-6 AR 680-100 AR 600-200	HQ DA

E-II-I-35

PAGE NO. 34

Headquarters, First US Army
(INSTALLATION)

DPI # A100

335 (SYS CODE) Enlisted Personnel Management (SYS TITLE)

RCP Monthend Master Tape File
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINT
eparation of duplicate SRCP aster tape file reflecting ersonnel data information for ersonnel on ACDUTRA training ith units serviced by First S Army.	SRCP Master Tape File	DPC	Monthly		7-channel magnetic tape	Monthly		Commanding Officer US Army Reserve Components Personnel and Administrative Center Attn: AGUZ-DP-O 9700 Page Boulevard St Louis, Missouri	DA message, AGZL, 011007Z JUL 71, subject: US Army Reserve Components Personnel and Administrative Center	USARCPAC St Louis

E-II-I-36

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0335 (SYS CODE) Enlisted Personnel Management (SYS TITLE)

Listing of Enlisted Personnel with Chaplains Assistant MOS Codes
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINT
Provides for preparation of report of enlisted personnel with primary MOS codes 71M, 09F, 09G, and 09H assigned to First US Army operating units to reflect name, MPC, social security account number, grade, primary MOS, race and expiration of term of service.	Active Army Personnel Master File	1A DPA	Monthly		Report in unit sequence	Quarterly		Chaplain AHACH	DF, AHAAG-D 20 Jan 70	Chaplain AHACH

E-II-I-37

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

0335 (SYS CODE) Enlisted Personnel Management (SYS TITLE)

DPI # A100

Alphabetic Personnel Master File Listings
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECIS POINTS
Provides for preparation of a report of all records maintained on the Active Army Personnel Master File as of the final update cycle of each month for locator and data analysis purposes. Report data reflects name, MPC, social security account number, grade code or pay grade, subunit, UIC, Analyst Code, DPA Code, RSI Code, service component, sex, type transaction and date of transaction.	Active Army Personnel Master File	1A DPA	Monthly		Alphabetic PMF Listings	Monthly		AG-B	DF, AHAAG 6 Jan 71	AG-B

E-II-I-38

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0335 Enlisted Personnel Management
(SYS CODE) (SYS TITLE)

AWOL Statistical Report
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
Provides for processing daily AWOL cards as a result of each update cycle to the Absentee Status Card file; and for preparation of a monthly AWOL Statistical Report in summary punch cards by identity (officer and enlisted personnel) within assignment and status codes.	Absentee Status Card File	AG-B	Daily		Tabulation of AWOLS by assignment and status codes. Listing of AWOLS in Social Security Number by Assignment Code	Monthly	AG-306 (R3)	AG-B	AR 680-2	AG-B

E-II-I-39

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0335 Enlisted Manpower Management
(SYS CODE) (SYS TITLE)

Identification of Enlisted Personnel Selected for Promotion to Grades E-5 through E-7
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECIS POIN
Provides for the preparation of promotion transaction punch cards from promotion lists received from all issuing commands, units and organizations serviced by First US Army for input to daily Active Army Personnel Reporting System Update Cycles.	Promotion Lists	All units serviced by First US Army	As required		Promotion Transaction Punch Cards	As Required		AG-B	1A CIR 600-55 7 Aug 69	AG-B

E-II-I-40

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0335 Enlisted Personnel Management
(SYS CODE) (SYS TITLE)

Preparation of Error Mnemonic Totals
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
Provides for preparation of report containing total number of errors by error mnemonic and location code for essential and non-essential errors. Error statistics produced are used for control of corrections and determining causes for errors and remedial action required to improve the accuracy of data input to the Active Army Personnel Reporting System.	Active Army Personnel Master File	DPC	Daily		Error Mnemonic by Location Report	Daily		AG-B	AR 680-2	AG-B

E-II-I-41

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0335
(SYS CODE)

Enlisted Personnel Management
(SYS TITLE)

Military Police Unit and MOS Status Report
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
Provides for preparation of reports for First US Army operating enlisted personnel strength totals for all military police units. The report reflects authorized, actual and projected 60, 90 and 120 days strength by grade and MOS.	Active Army Personnel Master File	DPC	Monthly		Unit and MOS Status Report	Monthly		Provost Marshal, AHAPM-O	DF AIAPM-O 21 May 6[illegible]	Provost Marshal

E-II-I-42

PAGE NO. 41

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPL # A100

0335 Enlisted Personnel Management
(SYS CODE) (SYS TITLE)

DFR Suspense Rosters
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINT
Provides for preparation of a roster reflecting active army personnel who have been in an AWOL status for a period in excess of 30 days.	Absentee Status Punch Card File	AG-BA	Monthly		DFR Suspense Rosters,	Monthly		AG-BA	AR 680-2	AG-BA

E-II-I-43

Headquarters First US Army
(INSTALLATION)

DPI # A100

0335 (SYS CODE) — Enlisted Personnel Management (SYS TITLE)

Monthly Status Records for STRATCOM
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POI
Provides for preparation of punched cards for all personnel assigned to US Army Strategic Communications Command units located in the First US Army area.	Active Army Personnel Master File	1A DPA	Monthly		Unit strength summary, punch cards	Monthly	SCC-23	Commanding General, US Army Strategic Communications Command ATTN: SCC-PER-PM Ft Huachuca Arizona 85613	Ltr, SCC-PER-PM, US Army Strategic Communications Command 2 Jun 70	STRATCOM

E-II-I-44

Headquarters First US Army
(INSTALLATION)

0335 Enlisted Personnel Management
(SYS CODE) (SYS TITLE)

DPI # A100

Personnel Line Item Requisition System (PLIRS), Grade E-6 and Below
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
Provides for preparation of reports from enlisted requisition cards received which reflect organization data, station, priority, MOS, grade, sex and quantity requisitioned for First US Army units	Punched Cards	AG-B	Monthly		Two reproduced card decks Tabulation of totals by station Routine Enlisted Requisition Listing	Monthly		AG-B	AR 614-200	AG-P

E-II-I-45

Headquarters First US Army
(INSTALLATION)

DPI # A100

0335 (CODE) Enlisted Personnel Management (SYS TITLE)

Assignment Information Card Roster, Grades E-6 and Below
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
Provides for the preparation of cards and listings for the Personnel Line Item Requisitioning System from data received.	Key Punch worksheets	AG-B	As required		Assignment Information cards (3 decks) Assignment Information Rosters in UIC sequence (4 part) Assignment Information Rosters in Line Number sequence (2 part)	As required		AG-B	AR 614-200	AG-P

E-II-46

Headquarters First US Army
(INSTALLATION)

0335 Enlisted Personnel Management
(SYS CODE) (SYS TITLE)

DPI # A100

Enlisted Personnel Requisition System, E-7, E-9
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
Provides for preparation of reports pertaining to requisitioning of senior enlisted personnel, special category and intelligence personnel, and non-commissioned officer logistics program personnel.	Punched Cards	AG-B	Monthly		Two reproduced card decks Section Number Listings in MOS and grade sequence Installation Code Listings in line number sequence	Monthly		AG-B	AR 614-200	AG-P

E-II-I-47

0335 Enlisted Personnel Management Headquarters, First US Army DPI # A100

(SYS CODE) (SYS TITLE) (INSTALLATION)

Preparation of Morning Report Header Cards

(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
Provides for the preparation of thirty-one punched cards for each First US Army unit maintained on the organization master file except BASOPS units to be used as morning report header cards. Data selected on the cards are parent unit number, unit designation, FID, UIC, subunit, RIC, and analyst code.	Organization Master File	1A DPA	Monthly		Punched Cards	Monthly		AG-B	DF, AHAAG-DL, 31 Jul 68	AG-B

E-II-I-48

335 Enlisted Personnel Management Headquarters, First US Army DPI # A100

(SYS CODE) (SYS TITLE) (INSTALLATION)

alancing and Converting Daily AWOL Cards, Computer Report 204

(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
rovides for preparation of abulation by type transaction ode of AWOL cards to be alanced to the Z10 Report and onversion of AWOL cards to ormat required by AWOL tatistical Report.	Punched Cards	1A DPA	Daily		Tabulation by type transaction DPA Report 1570 Daily AWOL Cards	Daily		AG-B	AR 680-2	AG-B

E-II-I-49

PAGE NO. 48

335 Enlisted Personnel Management Headquarters, First US Army DFI # A100

(SYS CODE) (SYS TITLE) (INSTALLATION)

Consolidated Personnel Reporting System (CONPERS)

(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
reparation of duplicate active Army personnel master file, organization master file for First US Army units only and authorized strength master file on 7-track magnetic tape for submission to CONARC.	Active Army Personnel Master File,	DPC	Semi-monthly		7-track magnetic tape	Semi-monthly	ATPER-169	CG, HQ CONARC, Attn: AG Data Support Div, Ft Monroe, Va. 23351	Msg, 081900Z MAY 70, from CG, CONARC, ATPER-PPD-S	HQ, CONARC
	Organization Master File.	DPC	Semi-Monthly							
	Authorized Strength File.	DPC	Semi-Monthly							

E-II-I-50

Headquarters, First US Army
(INSTALLATION)

0335 Enlisted Personnel Management DPI # A100
(SYS CODE) (SYS TITLE)

Maintenance of Centralized Acknowledgement and Deletion System (CADS)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
Preparation of card count of levy losses by month of CADS file for administration of the CADS System functions by AG.	CADS File	Cards from AG-PM-E	Monthly		Report "Totals by Assignment Month.	Monthly		AG-BA	DF, AG-PM-E, dtd 15 Jul 70	AG-PM-E
					CADS punch cards in name sequence.	Monthly		AG-BA	DF, AG-PM-E, dtd 15 Jul 70	AG-PM-E

E-II-I-51

Headquarters, First US Army
(INSTALLATION)

0335 (SYS CODE) Enlisted Personnel Management (SYS TITLE)

DPI # A100

urplus MOS Report
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
paration of cards and listing of First US Army enlisted personnel who are surplus to their MOS authorization, as reported by Class I units.	1AA Form 575 and cards	AG-B	Monthly		Ledger sheets Pre-edit in UIC and MOS sequence Final listing in MOS sequence Original and two reproduced card decks.	Monthly		AG-B	AR 614-245 DF, AG-PM-E, dtd 17 Nov 70.	AG-PM-E

E-II-I-52

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0335 Enlisted Personnel Management
(SYS CODE) (SYS TITLE)

Alphabetic Listing of Processed Transactions
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
Provides for the preparation of listings to include all processed transactions as a result of updating the Active Army Personnel Master File. Reports are prepared separately for officer and enlisted personnel which reflect name, MPC, social security account number, grade code and pay grade, subunit, UIC, analyst code, RSI code, type transaction and date of transaction.	Processed Transaction Tape	1A DPA	Weekly and ~~Monthly~~		Alphabetic Listing of Processed Transactions	Weekly and Monthly ~~Annual~~		AG-B	DF, AHAAG-BAC 5 May 70	AG-B

E-II-I-53

Headquarters First US Army
(INSTALLATION)

0336 Officer Personnel Management DPI # A100
(SYS CODE) (SYS TITLE)

Application from Active Duty Personnel for Regular Army Appointment
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECI POI
Provides for preparation of punch cards for active duty personnel applying for Regular Army appointment	Disposition Forms, DA Form 2496	AG-B	As Received		Cards	As Required		AG-B	DF, AHAAG PA, 22 May 69	AG-B

E-II-I-54

Headquarters First US Army
(INSTALLATION)

DPI # AJ00

1356
(SYS CODE)

Officer Personnel Management
(SYS TITLE)

Officer MOS Status Report
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
Provides for preparation of reports reflecting actual and authorized strength for First US Army Officer Personnel assigned to permanent party units.	Officer records selected as of the last day of each month from Active Army Personnel Master file	DPC	Monthly		Listings a. MOS within UIC and requisition group code b. MOS within requisition group code c. MOS by First US Army Command	Monthly		AG-B	DF, AHAAG-PM-O, 17 Feb 70	AG-B

E-II-I-55

PAGE NO. 57

Headquarters First US Army
(INSTALLATION)

DPI # 6100

0336 Office: Personnel Management
(SYS CODE) (SYS TITLE)

Officer Assignment Cards (RIN "K")
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
ovides for preparation of listings for First US Army units reflecting officer assignment information contained in officer assignment cards received from DA via AUTODIN.	1. Cards 2. OMWW File	1. DA 2. 1A DPA	As Required		Listing Organization sequence	As Required		AG-B	AR 680-102	AG-B

E-II-I-56

Headquarters First US Army
(INSTALLATION)

0330 Officer Personnel Management OPI # A100
(SYS CODE) (SYS TITLE)

Permanent Party Officer Strength Reports
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
.rovides for preparation of report reflecting permanent party officer personnel charged against First US Army TOE's and TDA's strengths.	First US Army Operating Personnel Records	1A DPA	Monthly		a. Listing in name sequence b. Listing in branch, grade and name sequence c. Listing in Installation/ Activity, grade, branch and name sequence d. Listing Recapitulation by grade within branch and Installation/ Activity e. Listing Recapitulation by grade within branch	Monthly		AG-B	DF, DCSPER, AHABA-KD, 8 Sep 70	AG-B

E-II-I-57

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0336 (SYS CODE) — Officer Personnel Management (SYS TITLE)

First US Army Staff Officer Information Roster
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
Provides for preparation of listing containing officer personnel assinged to First US Army headquarters by staff section and grade which reflects name, grade, date of rank, branch, date of birth, race, date of assignment, primary MOS, secondary MOS, civilian and military education codes and security clearance.	Punched Cards	AG-BA	Monthly		First US Army Staff Officer Information Roster	Monthly		AG-BA	DF, AHABA-KD 27 Feb [illegible]	AG-BA

E-II-I-58

0336 (SYS CODE) Officer Personnel Management (SYS TITLE)

Headquarters, First US Army (INSTALLATION)

A100 DPI # _____

First US Army Protocol Roster (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
Provides for the preparation of listing of officer personnel for each First US Army major staff section to include officers name, quarters phone, rank, date of rank, office, date assigned to Ft Meade, nickname, Wife's name, and childrens' names and ages.	Protocol Card File	AG-BA	Quarterly		First US Army Protocol Roster	Quarterly		AG-BA	DF, AHA[illegible] PH, Sep 69	AG-BA

E-II-I-69

PAGE NO. 51

0336 Officer Personnel Management

SYS CODE) (SYS TITLE)

Headquarters, First US Army
(INSTALLATION)

DPI # A100

Listing of Active Army Officers
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
Provides for the preparation of various listings of Active Army officers reflecting personnel and organization data in different sequences. These listings reflect all officer personnel assigned to units serviced by the First US Army DPA.	Active Army Personnel Master File	1A DPA	Monthly		1. Listing: Roster of Class I Officers Under control of 1st US Army by name. 2. Listing: Roster of Officers FGGM name seq. 3. Listing: Roster of Officers Class I under control of 1st US Army by name within grade. 4. Roster of Officers other than 1st US Army Control by name within grade, within identity sequence.	Monthly		AG-BA	AR 680-7	AG-BA

E-II-I-60

0336 Officer Personnel Management Headquarters, First US Army DPI # A100

(SYS CODE) (SYS TITLE) (INSTALLATION)

Listing of Active Army Officers (Cont'd)

(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
					5. Roster of Officers, PGGM, name within grade, within identit					
					6. Roster of Class I Officers under 1st US Army by name in grade in identity.					
					7. Roster of Class I Officers under 1st US Army Selected Branches name in grade in identity.					
					8. Roster of Officers assigned to units in State of New York, name, grade, identity, UIC within Station Code.					

E-II-I-61

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0336 (SYS CODE) Officer Personnel Management (SYS TITLE)

Officer and Warrant Officer Assignment Instructions
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
Provides for the preparation of listings reflecting assignment instructions for officer and warrant officer personnel contained in assignment instruction punch cards received from DA. This information is used to prepare individual assignment orders by responsible agencies.	Assignment Instruction Cards	DA, OPO-OPD	Daily		Officer and Warrant Officer Assignment Instruction Listing	Daily		AG-BA	Ltr, HQ, DA, OPD, 20 Mar [illegible]	AG-PMO

E-II-I-62

Headquarters, First US Army
(INSTALLATION)

0337
(SYS CODE)

Manpower Utilization and Requirements
(SYS TITLE)

DPI # A100

Manpower Utilization and Requirements
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
Provides a system for preparation of a report reflecting statistics on manpower utilization requirements for First US Army activities.	a. AMS Punch Cards	DCSOT	Monthly	CSFOR-78	a. Edit-Update Error List.	Monthly	CSFOR-78	DCSOT, AHABC-FM	AR 570-3	DCSOT, AHABC-FM
	b. Station Transaction Header Cards	DCSOT	Monthly		b. Intermediate Balance List	Monthly		DCSOT AHABC-FM	AR 570-3	DCSOT AHABC-FM
	c. Station Master Cards	DCSOT	Monthly		c. Station Balance List	Monthly		DCSOT AHABC-FM	AR 570-3	DCSOT AHABC-FM
	d. Station Transaction Cards No's 1, 2, 3.	DCSOT	Monthly		d. Manpower Utilization Report (DA Form 2158)	Monthly		DCSOT AHABC-FM	AR 570-3	DCSOT AHABC-FM
					e. AMS Validation List	As Required		DCSOT AHABC-FM	AR 570-3	DCSOT AHABC-FM

E-II-I-63

Headquarters, First US Army
(INSTALLATION)

79 Army Force Planning System
(SYS CODE) (SYS TITLE)

DPI # A100

rst US Army TOE Troop List
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
ovides for generating reports various sequences reflecting E Unit data for certain units signed and stationed within e First US Army Command jurdiction.	a. TOE Unit Update Transactions. b. TOE Punch Card Master File.	DCSOT	As [illegible]		TOE Troop List	As Required [illegible]		DCSOT, AHABC-OR	OF, AHABC-OR	DCSOT AHABC-OR

E-11-1-64

Headquarters, First US Army
(INSTALLATION)

DPI # A100

0379
S CODE)

Army Force Planning System
(SYS TITLE)

Contingency Plan Troop List
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
..ovides a system to process and generate reports reflecting data relative to units contained in the First US Army Contingency Plan Troop List.	a. Update transactions. b. Contingency Plan Master Punch Card File	DCSOT, AHABC-OR	As Required		Contingency Plan Troop List	As Required		DCSOT, AHABC-OR	DF, AHABC-OR	DCSOT AHABC-OR

E-II-1-65

26 Production Planning and Control Headquarters, First US Army DPI # A100

Y) :ODE) (SYS TITLE) (INSTALLATION)

alyst Performance and Coding Quality Report

(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
ovides the number of Roster ansactions, Morning Reports, d DA Forms 1-1 corrected d/or coded, the time spent king the corrections and/or ding, and a rate/hour for ch by individual, by subunit the AG Active Army Personne anch	Punched Cards in formats described in program FAH50P	AG-B	Monthly		Listed Report	Monthly		AG-B	DF of 27 Jan 71 from AG	AG-B

E-II-I-66

FINANCIAL MANAGEMENT

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

0137 (CODE) Appropriation and Fund Accounting (SYS TITLE)

DPI # A100

CIMFARS/Net Expenditures Reimbursements and Related Cash Transactions
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINT
Provides for the preparation of accounting and reporting for expenditures, reimbursements and related cash transactions to DA, as reported by First US Army Disbursing Offices.	Expenditure Transaction Cards	DCSCOMPT, AHACO-FO	Monthly	CSCFA-215(R1)	Expenditure Error List	Monthly	CSCFA-215(R1)	DCSCOMPT, AHACO-FO	a. DA msg 903593	DCSCOMPT AHACO-FO
					Blkp-List	"	"	"		"
					Recon-List	"	"	"	b. BF, DCSCOMPT AHACO-FO	"
					RCP-List	"	"	"		"
					RPT-List	"	"	"		"
					RPT-Cards	"	"	"		"

E-II-I-68

Headquarters, First US Army
(INSTALLATION)

0137 (CODE) | Appropriation & Fund Accounting (SYS TITLE) | DPI # A100

CINFARS/Current Month Reporting & Reconciliation
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for preparation of a variety of reports reflecting current month's expenditures, disbursements and collections, data furnished by First US Army Disbursement Offices.	a. Punched Detail and Adjustment Cards	DCSCOMPT AHACO-FO	Monthly		a. Error Cards	Monthly		DCSCOMPT AHACO-FO	AR 37-151	DCSCO. AHACO-FO
	b. New-ACMF Mag-Tape		Monthly		b. Audit Trail Register	Monthly		"	"	"
	c. Navy Transactions Mag-Tape		Monthly		c. Summary Net Disbursement & Collection Proof	Monthly		"	"	"
	d. DA Forms 718, 613, 821, . DA Form 14-104 DA Form 2794 1AA Form 584-2A, 908 DA Form 2996 DD Form 400-M		Monthly		d. Military Pay Code Recapitulation	Monthly		"	"	"
					e. Interfund Transaction Recapitulation	Monthly		"	"	"
					f. Coast Guard Blockproof	Monthly		"	"	"
					g. Feeder Code LM Reconciliation	Monthly		"	"	"
					h. Consolidated Statement of Accountability	Monthly		"	"	"

E-11-I-69

0137 Appropriation & Fund Accounting Headquarters, First US Army BPI # A100.

(CODE) (SYS TITLE) (INSTALLATION)

CINFARS/Current Month Reporting & Reconciliation (Cont'd)

(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
					i. Installation Interfund Reconciliation	Monthly		DCSCOMPT AHACO-FO	AR 37-151	DCSCOMPT AHACO-FO
					j. Installation & HQ. TBO Reconciliation	Monthly		"	"	"
					k. Consolidated Statement of Transactions Control Zero Balance	Monthly		"	"	"
					l. Operating Agency Summary Interfund Trans With Cards	Monthly	CSCAA-146	"	"	"
					m. Sum of Inter-Com Financial Activity SEC I With Cards	Monthly	CSCAA-119	"	"	"
					n. Disbursement Symbol Data	Monthly	CSCAA-119	"	"	"

E-11-170

0137 (CODE) | Appropriation & Fund Accounting (SYS TITLE) | Headquarters, First US Army (INSTALLATION) | DPI # A100

CINFARS/Current Month Reporting & Reconciliation (Cont'd)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
					o. Summary Card List With Cards	Monthly	CSCAA-119	DCSCOMPT AHACO-FO	AR 37-151	DCSCOMPT AHACO-FO
					p. Sum of Intercommand Financial Activity Sec 3 With Cards	Monthly	CSCAA-119	"	"	"
					q. Sum of Intercom Fin Activity Sec 4 With Cards	Monthly	CSCAA-119	"	"	"
					r. Trans for Defense Agencies	Monthly	OSD-1110	"	"	"
					s. Consolidated Stmt of Trans with Cards	Monthly	CSCAA-113	"	"	"
					t. Air Force Cross Disb With Cards	Monthly	AF-C140	"	"	"

E-II-I-71

Headquarters, First US Army
(INSTALLATION)

0137 Appropriation & Fund Accounting
(SYS CODE) (SYS TITLE)

DPI # A100.

CINFARS/Current Month Reporting & Reconciliation (Cont'd)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
					u. Coast Guard Transactions	Monthly	Treas-1047	DCSCOMPT AHACO-FO	AR 37-151	DCSCO AHACO
					v. Statement of Transactions Summary Bal Control	Monthly	"	"	"	"
					w. Stmt of Accountability	Monthly	"	"	"	"

E-II-I-72

Headquarters First US Army
(INSTALLATION)

0137 (CODE) | Appropriations & Fund Accounting (SYS TITLE) | DPI # A100

Listing of Installation Finance Data
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides a mechanical procedure to prepare listing for verification of fiscal accounting data submitted by First US Army Disbursement Offices used as input to CINFARS	Detail trans Punch cards	DCSCOMPT AHACO-FO	As required		a. Proof listinge b. Card deck	As required As required		DCSCOMPT AHACO-FO "	DF, AHACO-FO "	DCSCOM AHACO-FO "

E-II-1-73

Headquarters First US Army
(INSTALLATION)

DPI # A100

0137 Appropriations & Fund Accounting
(SYS CODE) (SYS TITLE)

CINFARS/Accrued Expenditure Reporting
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
Provides for the preparation of accounting and reporting for accrued expenditures and revenues for Department of the Army reported by First US Army Disbursing Offices.	Expenditure Transaction Cards	DCSCOMPT AHACO-FO	Monthly		a. Final listings	Monthly		DCSCOMPT AHACO-FO	AR 37-151	DCSC AHACO-FO
					b. Card deck	Monthly		"	"	"

E-11-I-74

0137 (CODE) | Appropriation and Fund Accounting (SYS TITLE) | Headquarters First US Army (INSTALLATION) | DPI # A100

CINFARS/Transaction for Navy (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides a report reflecting all financed transactions reported by First US Army Disbursing Offices affecting Navy and Marine vouchers	a. Punched detail transaction cards b. Updated Mag-tape (Option)	DCSCOMPT	Weekly		a. Transmittal for Navy	Weekly		DCSCOMPT, AHACO-FO	AR 37-151	DCSCOMPT AHACO-
					b. Transactions for Navy vouchers	Weekly		"	"	"
					c. Card Deck	Weekly		"	"	"
					d. Updated Mag-tape	Weekly		"	"	"

E-11-1-75

37 Appropriation and Fund Accounting Headquarters, First US Army DPI # A100

(CODE) (SYS TITLE) (INSTALLATION)

WFARS/Accounting Classification Master File

(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
ovides for the establishment an Accounting Classification ster File at the end of Fis- l Year to be utilized in iting Detail Transaction om First US Army Finance of- ces.	a. Accounting Classification Master File Punch Cards b. Changes Punch Cards	DCSCOMPT	Annual & As Required		a, ACMF List, b. ACMF Cards	Annual & As Required		DCSCOMPT AHACO-FO	AR 37-15	DCSCOMPT AHACO-FO

E-11-1-76

37 Appropriations and Fund Accounting Headquarters, First US Army DPI # A100

(CODE) (SYS TITLE) (INSTALLATION)

NFARS/Financial Status of Modern Volunteer Army

(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
ovides information for identifying and reporting expenses, anges in selected resources, anges in undelivered orders, d obligations for all appropriations for the Modern Volunteer Army.	Detail MVA Punch Cards	DCSCOMPT	Quarterly	CSCAB-285	AMS Master List	Quarterly	CSCAB-285	DCSCOMPT AHACO-FO	DF, DCSCOMPT AHACO-FO	DCSCOMPT AHACO-FO
					Installation List	Quarterly	CSCAB-285	DCSCOMPT AHACO-FO	DF, DCSCOMPT AHACO-FO	DCSCOMPT AHACO-FO
					Final MVA Report	Quarterly	CSCAB-285	DCSCOMPT AHACO-FO	DF, DCSCOMPT AHACO-FO	DCSCOMPT AHACO-FO
					Summary Cards	Quarterly	CSCAB-285	DCSCOMPT AHACO-FO	DF, DCSCOMPT AHACO-FO	DCSCOMPT AHACO-FO

E-II-I-77

Headquarters, First US Army
(INSTALLATION)

DPI # A100

0137 (SYS CODE) | Appropriation and Fund Accounting (SYS TITLE)

CINFARS/Obligation by Object Class
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
rovides a mechanized procedure for the consolidation of obligations by object class for all disbursement officers within First US Army area.	Magnetic Tape	From CINFARS "Cumulative Reporting and Reconciliation Application.	Monthly		a. Block Proof List.	Monthly	CSCFA-212	DCSCOMPT AHACO-FO	AR 37-108	DCSCOMPT AHACO-FO
					b. ATCOM-73 List.	Monthly	ATCOM-73	DCSCOMPT AHACO-FO	AR 37-108	DCSCOMPT AHACO-FO
					c. ATCOM-73 List.	Monthly	ATCOM-73	DCSCOMPT AHACO-FO	AR 37-108	DCSCOMPT AHACO-FO
					d. CSCFA-212 List.	Monthly	CSCFA-212	DCSCOMPT AHACO-FO	AR 37-108	DCSCOMPT AHACO-FO
					e. CSCFA-212 Cards.	Monthly	CSCFA-212	DCSCOMPT AHACO-FO	AR 37-108	DCSCOMPT AHACO-FO

E-11-1-78

0137 Appropriation & Fund Accounting Headquarters, First US Army A100

(CODE) (SYS TITLE) (INSTALLATION) DPI #

CINFARS/Cumulative Reporting and Reconciliation

(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for the preparation of a variety of reports reflecting cumulative and reconciliation data for required status reports, except OMA and Army Stock Fund for First US Army.	a. Cumulative Reporting and Reconciliation Transactions	a. DCSCOMPT AHACO-FO	Monthly		a. Adjustment Listing	Monthly		DCSCOMPT AHACO-FO	AR 37-151	DCSCOMPT AHACO-FO
	b. Adjustment Punch Cards	b. Mag Tape Suspense File from DPA Tape Library	Monthly		b. Blockproof Listing	Monthly		"	"	"
					c. Error Listing	Monthly		"	"	"
					d. Error Cards	Monthly		"	"	"
	c. Mag Tape Suspense File		Monthly		e. St of Allot & Reimb Blkpr	Monthly		"	"	"
	d. Mag Tape PRIME File		Monthly		f. Cum Disb & Reimb Altd Funds	Monthly		"	"	"
	e. Mag Tape Phase II		Monthly		g. HQ Sta Cum Disb & Reimb Recon.	Monthly		"	"	"
	f. Mag Tape Stock Fund		Monthly							
	g. Mag Tape ACMF		Monthly		h. St Rpts Appro Zero Bal	Monthly		"	"	"
	h. Mag Tape Balance Forward File		Monthly		i. Map Oblig by RCN	Quarterly		"	"	"

E-II-1-79

0137 (SYS CODE) | Appropriation & Fund Accounting (SYS TITLE) | Headquarters, First US Army (INSTALLATION) | DPI # A100

CINFARS/Cumulative Reporting and Reconciliation (Cont'd)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINTS
	i. Forms: DA 2794 DA 2796R 1AA Form - 662 DA Form 2796		Monthly		j. Unoblig Allots	Monthly		DCSCOMPT AHACO-FO	AR 37-151	DCSC AHACO-FO
					k. Approp Sum Ctrl Ledger	Monthly		"	"	"
					l. X54 Ctrl Register	Monthly		"	"	"
					m. St of Allow Recap	Monthly		"	"	"
					n. St of Reimb Feeder Code - Recap	Monthly		"	"	"
					o. St of Reimb w/Sum Cards	Monthly	CSCAA-118	"	"	
					p. ST of ALLOW Prior Yr w/Sum Cards	Monthly	CSCAA-115	"	"	"
					q. St of Allow Curr Yt W/Sum Cards	Monthly	CSCAA-114	"	"	"
					r. St of Map W/Sum Cards	Monthly	CSCAA-116	"	"	"

E-II-I-80

0137 Appropriation & Fund Accounting Headquarters, First US Army DPI # A100.

(SYS CODE) (SYS TITLE) (INSTALLATION)

CINFARS/Cumulative Reporting and Reconciliation (Cont'd)

(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINTS
					s, St of Map Oblig & Expen by RCN W/Sum Cards	Quarterly		DCSCOMPT AMSCO	AR 37-151	DCSC AMACO-FO
					t. St of Allow No Yr Funds W/Sum Cards	Monthly	CSCAA 147	"	"	"
					u. PGM Disb and Reimb Recap w/Sum Cards	Monthly		"	"	"
					v. Recon of St of Reimb	Monthly		"	"	"
					w. Appro Unliq Oblig & Reimb Recon	Monthly		"	"	"
					x. O/A Ctrl & Army HQ Bal FWD Comp	Monthly		"	"	"
					y. Updated Bal Fwd Mag Tape	Monthly		DPA Tape Library	"	DPA

E-11-181

Headquarters, First US Army
(INSTALLATION)

DPI # A100

37 Appropriation and Fund Accounting
(SYS CODE) (SYS TITLE)

NFARS/Priority Management Effort (PRIME)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
..ides a system for reporting e Status of Approved Operating Budget (SAOB) consisting of 20 appropriation only, for ..rrent and prior year reporting on Operating Maintenance ..y (OMA) and Military Pay counts (MPA).	a. PRIME Input Transactions.	a. DCSCOMPT AHACO-FO	Monthly	CSCFA-218	a. Audit Trail Register	Monthly	CSCFA-218	DCSCOMPT AHACO-FO	AR 37-151	DCSCOMPT AHACO-FO
	b. Adjustment Transactions	b. DCSCOMPT AHACO-FO	Monthly		b. Error Cards					
	c. ACMF Mag Tape.	c. From DPA Library	Monthly		c. Pt I Status of AOB List.	Monthly	CSCFA-218	DCSCOMPT AHACO-FO	AR 37-151	DCSCOMPT AHACO-FO
	d. EOE Table Header Cards	d. DCSCOMPT AHACO-FO	Quarterly		Pt 2 Schedule of Erp List	Quarterly	CSCFA-218	DCSCOMPT AHACO-FO	AR 37-151	DCSCOMPT AHACO-FO
					e. Sect I Memo List	Monthly	CSCFA-218	DCSCOMPT AHACO-FO	AR 37-151	DCSCOMPT AHACO-FO
					f. Staff B'k Proof	Monthly	CSCFA-218	DCSCOMPT AHACO-FO	AR 37-151	DCSCOMPT AHACO-FO
					g. PRIME Staff Summary List	Monthly	CSCFA-218	DCSCOMPT AHACO-FO	AR 37-151	DCSCOMPT AHACO-FO
					h. Magnetic Tape Extract to Phase III	Monthly	CSCFA-218	DPA Tape Library	AR 37-151	DPA
					i. Pt II & IV Final List W/Sum Cards.	Monthly	CSCFA-218	DCSCOMPT AHACO-FO	AR 37-151	DCSCOMPT AHACO-FO

E-II-I-82

Headquarters, First US Army

137 Appropriation and Fund Accounting (INSTALLATION) BPI # A100

(SYS CODE) (SYS TITLE)

INFARS/Priority Management Effort (PRIME) (Cont'd)

(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINT
					j. Pt I Final Report W/Sum Cards	Monthly	CSCFA-218	DCSCOMPT AHACO-FO	AR 37-151	DCSCOMPT AHACO-FO
					k. Pt 2 Final Report with Summary Cards	Quarterly	CSCFA-218	DCSCOMPT AHACO-FO	AR 37-151	DCSCOMPT AHACO-FO
					l. Pt 3 Final Report with Summary Cards	Monthly	CSCFA-218	DCSCOMPT AHACO-FO	AR 37-151	DCSCOMPT AHACO-FO
					m. Sec I Final Report with Summary Cards	Monthly	CSCFA-218	DCSCOMPT AHACO-FO	AR 37-151	DCSCOMPT AHACO-FO
					n. PRIME Staff Report Pt I and II	Monthly	CSCFA-218	DCSCOMPT AHACO-FO	AR 37-151	DCSCOMPT AHACO-FO

E-II-183

37 Appropriation and Funds Accounting Headquarters, First US Army DPI # A100

(SYS CODE) (SYS TITLE) (INSTALLATION)

NFARS/International Balance of Payments

(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINTS
ovides for the preparation of e International Balance of yments (IBOP) reflecting con-lidated estimates of First US my expenditures and receipts tering the IBOP for current scal year, budget fiscal year, d for four (4) years there-ter.	Punch Cards	DCSCOMPT AHACO-FO	Quarterly	CSCFA-239	a. Final Report Listing	Quarterly	CSCFA-239	DCSCOMPT AHACO-FO	AR 37-108	DCSCOMPT AHACO-FO
					b. Report Cards	Quarterly	CSCFA-239	DCSCOMPT AHACO-FO	AR 37-108	DCSCOMPT AHACO-FO

E-II-I-84

PAGE NO. 12

0204 Army Stock Fund — Headquarters, First US Army (INSTALLATION) — DPI # A100

(SYS CODE) (SYS TITLE)

CINFARS/Army Stock Fund
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
a. Provides a report that furnishes the sub-home offices, home offices, and Department of the Army staff data applicable to obligations, disbursements, reimbursable transactions and other cash transactions in each division of the Army Stock Fund.	Status of Funds Punch Card File	DCSCOMPT AHACO-FO	Monthly		a. Error List	Monthly	CSCAA-181	DCSCOMPT AHACO-FO	CON REG 37-108	DCSCOMPT AHACO-FO
					b. Error Cards	Monthly	CSCAA-181	DCSCOMPT AHACO-FO	CON REG 37-108	DCSCOMPT AHACO-FO
					c. Block Proof /Reconciliation	Monthly	CSCAA-181	DCSCOMPT AHACO-FO	CON REG 37-108	DCSCOMPT AHACO-FO
					d. Summary List.	Monthly	CSCAA-181	DCSCOMPT AHACO-FO	CON REG 37-108	DCSCOMPT AHACO-FO
					e. Summary Cards.	Monthly	CSCAA-181	DCSCOMPT AHACO-FO	CON REG 37-108	DCSCOMPT AHACO-FO
Provides statistical data by material category for comparing actual operations against operating programs for the Stock Fund and for preparing data for narrative analysis.	Management Data Punch	DCSCOMPT AHACO-FO	Monthly		a. Block Proof List.	Monthly	CSGLD-1115	DCSCOMPT AHACO-FO	CON REG 37-108	DCSCOMPT AHACO-FO
					b. Reconciliation List.	Monthly	CSGLD-1115	DCSCOMPT AHACO-FO	CON REG 37-108	DCSCOMPT AHACO-FO
					c. Summary List	Monthly	CSGLD-1115	DCSCOMPT AHACO-FO	CON REG 37-108	DCSCOMPT AHACO-FO
					d. Summary Cards.	Monthly	CSGLD-1115	DCSCOMPT AHACO-FO	CON REG 37-108	DCSCOMPT AHACO-FO

E-II-I-85

Headquarters, First US Army
(INSTALLATION)

204 Army Stock Fund
(SYS CODE) (SYS TITLE)

DPI # A100

INFAFARS/Army Stock Fund (Cont'd)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides Feeder Data for the Quarterly Stock Fund Report for submission to higher headquarters in accordance with the provisions of AR 37-108.	Transaction Punch Card File.	DCSCOMPT AHACO-FO	Quarterly		a. Block Proof List.	Quarterly	ATCOM-77	DCSCOMPT AHACO-FO	CON REG 37-108	DCSCOMPT AHACO-FO
					b. Reconciliation List.	Quarterly	ATCOM-77	DCSCOMPT AHACO-FO	CON REG 37-108	DCSCOMPT AHACO-FO
					c. Summary List	Quarterly	ATCOM-77	DCSCOMPT AHACO-FO	CON REG 37-108	DCSCOMPT AHACO-FO
					d. Summary Cards	Quarterly	ATCOM-77	DCSCOMPT AHACO-FO	CON REG 37-108	DCSCOMPT AHACO-FO

E-11-1-86

0268 (CODE) | The Automated Army Budget System (TAABS) (SYS TITLE) | Headquarters First US Army (INSTALLATION) | DPI # A100

CONUS Army Standard TAABS (CAST) (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for processing budgetary data for the preparation of the annual Command Operating Budget, Budget Execution Review and prior year reports for First US Army.	a. MCF cards	DCSCOMPT	Tri-Annual		a. Edit Error List	Tri-Annual		DCSCOMPT AHACO-BM	CONARC Ltr ATCOM-III	DCSCOM AHACO-B
	b. Bal Control cards				b. Trial Tab List	"		"	"	"
	c. Non-ADD Control cards				c. Balance Error List	"		"	"	"
	d. Trial TAB Control cards				d. Staff Working Report	"		"	"	"
	e. Station Code Control Cards,				e. Consolidated Trial TAB	"		"	"	"
	f. Report Control Cards				f. Data Trans Register	"		"	"	"
	g. Detail Cards				g. CONARC Trans Magnetic tape	"		"	"	"

E-II-I-87

LOGISTICAL MANAGEMENT

E-II-1-88

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

0006 (SYS CODE) Administrative Motor Vehicle Svcs Cost and Performance (SYS TITLE)

DPI # A100

Administrative Use Vehicle Density
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
ovides for preparation of ensity, year of manufacture and reconciliation reports utilizing data elements reflecting identification, location and status of all military design vehicles assigned to transportation motor pools for administrative use, all commercial design vehicles assigned to u ts/activities, except special use vehicles.	a. "J&K" Transaction Cards	a. DCSLOG, AHAED-MH	a. Semi-monthly		a. J&K Error Cards	a. Semi-Monthly		a. DCSLOG, AHAED-MH	a. IA REG 750-5	a. DCSI AHAED-
	b. Updated "J&K" Master File	b. "	b. Monthly		b. Original J Cards	b.		b. "	b. "	b. "
	c. "S" Cards	c. DPI A100	c. "		c. Original K Cards	c. "		c. "	c. "	c. "
	d. Admin Use Vehicle Turn-In Cards	d. DCSLOG, AHAED-MH	d. Semi-Annually		d. LDC J Cards	d. "		d. "	d. "	d. "
	e. FUSA "J&K" Cards	e. "	e. "		e. USCONARC J Cards	e. "		e. "	e. "	e. "
	f. LDC "J&K" Cards	f. "	f. "		f. DCSLOG J Cards	f. "		f. "	f. "	f. "
					g. LDC K Cards	g. "		g. "	g. "	g. "
					h. USCONARC K Cards	h. "		h. "	h. "	h. "
					i. DCSLOG K Cards	i. "		i. "	i. "	i. "
					j. "J&K" List	j. "		j. "	j. "	j. "
					k. "J&K" List	k. Monthly Semi-Annually		k. "	k. "	k. "

E-II-89

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0006 (SYS CODE) Administrative Motor Vehicle Svcs Cost and Performance (SYS TITLE)

Administrative Use Vehicle Density (Cont)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINTS
					l. Reproduced J&K Cards	l. Semi-Annually		l. DCSLOG, AHAED-MH	l. IA REG 750-5	l. DCS AHAED-M
					m. Original J Cards	m. Monthly		m. DPI A100	m. "	m. DPA
					n. Original K Cards	n. "		n. "	n. "	n. "
					o. O/T ARADCOM Sum. Cards	o. "		o. "	o. "	o. "
					p. ARADCOM Units Lists	p. Monthly Semi-Annually	p. ATLOG-269	p. DCSLOG, AHAED-MH	p. "	p. DCSLOG, AHAED-MH
					q. O/T ARADCOM Units Lists	q. Monthly Semi-Annually	q. "	q. "	q. "	q. "
					r. O/T ARADCOM Sum. Lists	r. "	r. "	r. "	r. "	r. "
					s. "S" Error Cards	s. Monthly		s. "	s. "	s. "
					t. "S" Error List	t. "		t. "	t. "	t. "

E-11-1-90

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0006 (SYS CODE) | Administrative Motor Vehicle Svcs Cost and Performance (SYS TITLE)

Administrative Use Vehicle Density (Cont)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINTS
					u. Rpt I "Line Nr/ Installation"	u. Monthly		u. DCSLOG, AHAED-MH	u. 1A REG 750-5	u. DCS AHAED-
					v. Rpt II "Line Nr/ Installation by Util"	v. "		v. "	v. "	v. "
					w. Rpt III "Consolidated - by Line Nr"	w. "		w. "	w. "	w. "
					x. "S" Cards	x. "		x. DPI A100	x. "	x. DPA
					y. J&K Turn In Cards	y. Semi-Annually		y. DCSLOG, AHAED-MH	y. "	y. DCSLOG, AHAED-
					z. Admin Use Veh Turn In	z. "		z. "	z. "	z. "
					aa. FUSA ARADCOM J-K Cards	aa. "		aa. "	aa. "	aa. "
					bb. FUSA ARAD-COM J-K Lists	bb. "		bb. "	bb. "	bb. "

E-II-1-91

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0006 (SYS CODE) Administrative Motor Vehicle Svcs Cost and Performance (SYS TITLE)

Administrative Use Vehicle Density (Cont)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINTS
					cc. IDC - FUSA J-K List	cc. Semi-Annually		cc. DCSLOG, AHAED-MH	cc. IA REG 750-5	cc. DCSLOG, AHAED
					dd. Matched IDC FUSA J-K "Y" Status List	dd. "		dd. "	dd. "	dd. "
					ee. Unmatched Status "Y" IDC-FUSA "J" List	ee. "		ee. "	ee. "	ee. "
					ff. Unmatched O/T "Y" Status J-K List	ff. "		ff. "	ff. "	ff. "
					gg. IDC-FUSA J-K Cards	gg. "		gg. "	gg. "	gg. "
					hh. Matched IDC-FUSA J-K "Y" Status Cards	hh. "		hh. "	hh. "	hh. "
					ii. Unmatched Status "Y" IDC-FUSA "J" Cards	ii. "		ii. "	ii. "	ii. "
					jj. Unmatched O/T "Y" Status J-K Cards	jj. "		jj. "	jj. "	jj. "

E-II-I-92

Headquarters, First US Army
(INSTALLATION)

0006 Administrative Motor Vehicle Services Cost and Performance
(SYS CODE) (SYS TITLE)

DPI # A100

inistrative Motor Services Cost and Performance Report
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
ovide for preparation of reports utilizing data reported DA Form 1969, consisting of n hours, funds, and materials pended for the operation and intenance of administrative e vehicles.	a, Admin. Motor Svc. Cost & Performance Transaction Cards	a, DCSLOG AHABD-MH	a, Quarterly Semi-Annually Annually		a, Edit Listing b. Installation Reports c. Consolidated Report	a. Quarterly, Semi-Annually, Annually. b. Quarterly c. Quarterly, Semi-Annually, Annually	a. CSGLD-1404 b. CSGLD-1404 c. CSGLD-1404	a. DCSLOG, AHABD-MH b. DCSLOG, AHABD-MH c. DCSLOG, AHABD-MH	a. AR 58-18 b. AR 58-18 c. AR 58-18	a. DCSLOG, AHABD-MH b. DCSLOG, AHABD-MH c. DCSLOG, AHABD-MH

E-II-I-93

Headquarters, First US Army
(INSTALLATION)

BPI # A100

0028 DA Req. Receipt & Issue Sys / MILSTRIP
(SYS CODE) (SYS TITLE)

DOD Activity Address Report
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Preparation of report based on data contained in the DOD Activity Address File which identifies all participants of the MILSTRIP System within First US Army area.	Punched Cards	DCSLOG, AHABD-MH	As Required		DOD Activity Address Report	As Required		DCSLOG, AHABD-MH	DF, DCSLOG, AHABD-MH	DCSLOG, AHABD-MH

E-II-1-94

Headquarters, First US Army
(INSTALLATION)

0054
(SYS CODE)

Integrated Installation Stock Control and Accounting System
(SYS TITLE)

DPI # A100

Supply Support Effectiveness Report
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Preparation of reports based on items of data as indicated on CONARC Form 717-R, which reflects issue priority groups, quantity and multi-items for Defense Supply Agency and Army Materiel Command.	Punched Cards	DCSLOG, AHABD-MH	Quarterly	ATLOG-74 (R2)	a. Installation Report	a. Quarterly	a. ATLOG-74(R2)	a. DCSLOG, AHABD-MH	a. CONARC REG 700-1 & 1A REG 711-2	a. DCSLOG, AHABD
					b. Command Consolidation Report	a. Quarterly	b. ATLOG-74(R2)	b. DCSLOG, AHABD-MH	b. CONARC REG 700-1 & 1A REG 711-2	b. DCSLOG, AHABD-MH

E-II-I-95

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

0054 (SYS CODE) Intregrated Instl & Stock Control & Control and Acctg System (SYS TITLE)

BPI # A100

Excess Equipment Reporting
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Separation of Reports and Punched card files, based on items of equipment submitted as excess by all installations within First US Army area for redistribution to other CONUS Armies, Military District of Washington and United States Property Fiscal Officers. In addition First US Army excess files are combined with other CONUS Armies excess files and forwarded to all installation Accountable Property Officers within First US Army Area for redistribution.	Punched Cards	DCSLOG, AHABD-MH	Weekly		a. Processing of excess equipment Report	a. Weekly		a. DCSLOG, AHABD-MH	a. DF, DCSLOG, AHABD-MH	a. DF, DCSLOG, AHABD-MH
					b. First US Army Punched Card File.	b. Weekly		b. DCSLOG, AHABD-MH	b. DF, DCSLOG, AHABD-MH	b. DCSLOG, AHABD-MH
					c. Reproduced excess punched cards.	c. Weekly		c. DCSLOG, AHABD-MH	c. DF, AHABD-MH	c. DCSLOG, AHABD-MH

E-II-1-96

Headquarters, First US Army
(INSTALLATION)

0085 (CODE) Reserve Facility Utilization (SYS TITLE)

BPI # A100

US Army Reserve Facility Utilization Report (RCS CSRES-28 (R2)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides a method to produce report consisting of punched cards and machine listings containing data pertaining to US Army Reserve facilities and their utilization for home station training purposes of USAR units.	Punched Cards	DCSLOG (AHABD-MH)	Semi-Annual	CSRES-28 (R2)	a. Listing - Alphabetically by city, within state reflecting facility data. b. One deck punched cards	Semi-Annual	CSRES-28 (R2)	DCSLOG (AHABD-MH)	AR 140-480	DCSLOG

E-II-I-97

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0226 (SYS CODE) Equipment Status Reporting (SYS TITLE)

Equipment Status Reporting System
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
vide equipment status data rom TOE, TDA units and ctivities for authorized and n hand items of all Army med reportable items of quipment to determine hortages and excesses for istribution and redistribution.	a. Punched cards.	a. DCSLOG (AHABD-MH)	Monthly		a. Error list	a. Monthly		a. DCSLOG (AHABD-MH)	a. AR 711-711-5	a. DC (AHABD-MH)
	b. Magnetic tape (Item Master File)	b. Major Item Data Agency, Chambersburg PA	Quarterly		b. Error cards	b. Monthly		b. DCSLOG (AHABD-MH)	b. AR 711-5	b. DCSLOG (AHABD-MH)
					c. Essential error list	c. Monthly		c. DCSLOG (AHABD-MH)	c. AR 711-5	c. DCSLOG (AHABD-MH)
					d. Essential error cards	d. Monthly		d. DCSLOG (AHABD-MH)	d. AR 711-5	d. DCSLOG (AHABD-MH)
					e. Transaction register	e. Monthly		e. DCSLOG (AHABD-MH)	e. AR 711-5	e. DCSLOG (AHABD-MH)
					f. RACC Control Ledger	f. Monthly		f. DCSLOG (AHABD-MH)	f. AR 711-5	f. DC (AHABD-MH)
					g. Magnetic taper Unit file	g. Monthly		g. CONARC	g. CONARC	g. CONARC
					h. IMF List	h. Quarterly		h. DCSLOG (AHABD-MH)	h. AR 711-5	h. DCSLOG (AHABD-MH)
					i. Error List IMF Purge	i. Quarterly		i. DCSLOG (AHABD-MH)	i. CONARC	i. DCSLOG (AHABD-MH)

E-II-I-98

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

0226 (SYS CODE) Equipment Status Reporting (SYS TITLE)

BPI # A100

Equipment Status Reporting System (Cont)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINT
					j. Error Cards IMF Purge	j. Quarterly		j. DCSLOG (AHABD-MH)	j. CONARC	j. DCSLOG (AHABD-MH)
					k. Essential Error List IMF Purge	k. Quarterly		k. DCSLOG (AHABD-MH)	k. CONARC	k. DCSLOG (AHABD-MH)
					l. Essential Error Cards IMF Purge	l. Quarterly		l. DCSLOG (AHABD-MH)	l. CONARC	l. DCSLOG (AHABD-MH)

E-II-I-99

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

0226 (SYS CODE) Equipment Status Reporting (SYS TITLE) DPI # A100

First Army Unique Equipment Status Local Reports
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provide locally required reports on completion of monthly update to Equipment Status Unit. Master File reflecting Unit allowances, assets, Equipment Density and Reporting Units and Activities.	a. Unit Master File-Magnetic Tape	a. DPA	a. Monthly		a. Density Report by Commodity Mgr Active Army Class I	a. Monthly		a. DCSLOG, AHABD-MH	a. DF, DCSLOG, AHABD-MH	a. DCSLOG, AHABD-MH
	b. Log Report Codes-Punched Cards	b. DCSLOG-AHABD-MH	b. Monthly		b. Density Report by Commodity Mgr Active Army Class II/ROTC	b. Quarterly		b. DCSLOG, AHABD-MH	b. DF, DCSLOG, AHABD-MH	b. DCSLOG, AHABD-MH
					c. Density Report by Commodity Mgr-USAR	c. Quarterly		c. DCSLOG, AHABD-MH	c. DF, DCSLOG, AHABD-MH	c. DCSLOG, AHABD-MH
					d. Density Report by ARCOM/GOCOM-USAR	d. Quarterly		d. DCSLOG, AHABD-MH	d. DF, DCSLOG, AHABD-MH	d. DCSLOG, AHABD-MH
					e. RACC List by UIC Active Army	e. Monthly		e. DCSLOG, AHABD-MH	e. DF, DCSLOG, AHABD-MH	e. DCSLOG, AHABD-MH
					f. RACC List by UIC USAR	f. Quarterly		f. DCSLOG, AHABD-MH	f. DF, DCSLOG, AHABD-MH	f. DCSLOG, AHABD-MH

E-II-100

AD-A047 031 OFFICE OF THE CHIEF OF STAFF (ARMY) WASHINGTON DC MA--ETC F/G 15/5
FUNCTIONAL STUDY OF CONUSA (CONTINENTAL U.S. ARMY) MANAGEMENT.(U)
MAY 72

UNCLASSIFIED

20 OF 20
AD
A047031

END
DATE
FILMED
1-78
DDC

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0226 (CODE) Equipment Status Reporting (SYS TITLE)

First Army Unique Equipment Status Local Reports (cont)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
					g. RACC List by unit no. Active Army	g. Monthly		g. DCSLOG, AHABD-MH	g. DF, DCSLOG, AHABD-MH	g. DCSLOG, AHABD-MH
					h. RACC List by Unit no USAR	h. Quarterly		h. DCSLOG, AHABD-MH	h. DF, DCSLOG, AHABD-MH	h. DCSLOG, AHABD-MH
					i. RACC List by UIC within ARCOM/GOCOM USAR	i. Quarterly		i. DCSLOG, AHABD-MH	i. DF, DCSLOG, AHABD-MH	i. DCSLOG, AHABD-MH
					j. RACC List by UIC w/instl code	j. Monthly		j. DCSLOG, AHABD-MH	j. DF, DCSLOG, AHABD-MH	j. DCSLOG, AHABD-MH
					k. RACC List by UIC	k. Monthly		k. DCSLOG, AHABD-MH	k. DF, DCSLOG, AHABD-MH	k. DCSLOG, AHABD-MH
					l. PACC Punched cards	l. Monthly		l. DCSLOG, AHABD-MH	L. DF, DCSLOG, AHABD-MH	L. DCSLOG, AHABD-MH

E-III-101

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0226 Equipment Status Reporting
(SYS CODE) (SYS TITLE)

First Army Unique Equipment Status Local Reports (cont)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINTS
					n. Log Match Punched Cards	n. Monthly		n. DCSLOG, AHABD-MH	n. DF, DCSLOG, AHABD-MH	n. DF, DCSLOG, AHABD-MH
					o. Unit Report UIC w/Instl Active Army	o. Monthly		o. DCSLOG, AHABD-MH	o. DF, DCSLOG, AHABD-MH	o. DCSLOG AHABD-MH
					p. Unit Report UIC w/Instl USAR;	p. Quarter-ly		p. DCSLOG AHABD-MH DCSRF AHABD-MH	p. DF, DCSLOG, AHABD-MH	p. DCSLOG AHABD-MH
					q. Unit Report UIC w/ARCOM/ GOCOM USAR	q. Quarter-ly		q. DCSLOG, AHABD-MH	q. DF, DCSLOG, AHABD-MH	q. DCSLOG AHABD-MH

E-II-I-102

Headquarters, First US Army
(INSTALLATION)

27 The Army Maintenance Management System (TAMMS) DPI # A100.
(SYS CODE) (SYS TITLE)

CESS II Admin Storage Report (ASTOR II)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
eration of report and summary cards from data reflected DA Form 2406, pertaining to uipment authorized and on-nd in active storage, not to ceed six (6) months without cycling. Also equipment ich has been placed in inactive storage and necessitates ecial processing before re-cycling.	Punched Cards	DCSLOG, AHABD-MH	Monthly	CSGLD-1042 (R2	a. Admin Storage Report	a. Monthly	a.CSGLD-1042(R2)	a. DCSLOG, AHABD-MH	a. CONARC Ltr, ATLOG-LS/	a. DCS AHABD-MH
					b, CONARC Summary Punched Cards	b. Monthly	b. CSGLD-1042(R2)	b. DCSLOG AHABD-MH	a. CONARC Ltr, ATLOG-LS/A	a. CONARC

E-II-I-103

PAGE NO. 10

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

DPI # A100

0227 (SYS CODE) — The Army Maintenance Mgmt System (TAMMS) (SYS TITLE)

Materiel Readiness Access II System
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
vides for the reporting of data from DA Form 2406. The data elements reflect information as to the availability status and serviceability of selected ECC Line Number Items (Appendix C, TM-38-750 Dec 69)	a. A-B Transaction cards	a. DCSLOG AHAED-MH	a. Quarterly		a. TAMMS Materiel Readiness Edit Listing	a. Quarterly		a. DCSLOG AHAED-MH	a. TM-38-750	a. DCSLOG AHAED-
					b. Error Cards	b. "		b. "	b. "	b. "
					c. A-B Card Check List	c. "		c. "	c. "	c. "
					d. Station Avail List by Station Card A	d. "		d. "	d. "	d. "
					e. Station Serviceability List by Station Card B	e. "		e. "	e. "	e. "
					f. Line Nr Avail List Recap by Line Card A	f. "		f. "	f. "	f. "
					g. Line Nr Serviceability List Recap by Line Card B	g. "		g. "	g. "	g. "

E-II-I-10A

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

0227 — The Army Maintenance Mgmt System (TAMMS)
5/ CODE) (SYS TITLE)

DPI # A100

Materiel Readiness Access II System (Cont)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
					h. AUTODIN Tape	h. Quarterly		h. COMARC	h. TM-38-750	h. COMARC
					i. AUTODIN Log	i. Quarterly		i. DPI A100	i. "	i. DPI A100
					j. TAMMS ECC Line Master File List	j. "		j. BCSLOG, AHAED-MH	j. "	j. BCSLOG, AHAED-MH
					k. TAMMS ECC Line Master Card File	k. "		k. "	k. "	k. "
					l. TAMMS ECC Line Master Transaction Card File	l. "		l. "	l. "	l. "

E-II-I-105

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

1227 The Army Maint Mgmt System (TAMMS) DPI # A100
(SYS CODE) (SYS TITLE)

Equipment Density Report
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	REMARKS
Provides for preparation of reports utilized to determine allocations and utilization of resources for the density of equipment supported by Class I Installations servicing support maintenance activities.	Punched Cards	DCSLOG, AHARD-MH	Quarterly	CSGID-1049 (R1)	a. Equipment Density by Maintenance b. Equipment Density by First US Army	a. Quarterly b. "	a. CSGID-1049 (R1) b. "	a. DCSLOG, AHARD-MH b. "	a. AR, DCSLOG, AHARD-MH b. "	a. DCSLOG, AHARD-MH b.

E-II-I-106

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

0227 (SYS CODE) The Army Maintenance Mgmt System (TAMMS) (SYS TITLE)

DPI # A10C

Selected Items Master File (SIMF)/Commercial Vehicle Line No. Master File
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINTS
Provides for the reproduction and listing of the SIMF as provided by Logistics Data Center for determining reportable items under TAMMS (C/T commercial vehicles) and provides for the updating and listing of the Commercial Vehicle Line Nr Master File	a. SIMF Cards	a. DCSLOG, AHARD-ME	a. As required		a. Selected Items Master File Listing	a. As required		a. DCSLOG AHARD-ME	a. DCSLOG AR Subject TAMMS Master Item Dec 30 Jan	
	b. Keypunch worksheets, Add, Del., Chg. Card correction	b. "	b. "							
	c. Commercial Vehicle Line Nr Master File Cards	c. "	c. Monthly		b. Reproduced "SIMF" decks	b. "		b. "	b. "	b. "
					c. Commercial Vehicle Line Nr Master File Listing	c. Monthly		c. "	c. "	c. "
					d. Reproduced Add, Del, Chg decks	d. As required		d. "	d. "	d. "

E-II-I-107

PAGE NO. 10

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

0227 — The Army Maint Mgmt System (TAMMS) — DPI # A100
(SYS CODE) (SYS TITLE)

Maintenance Shop Workload and Backlog Report
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
ovides for preparation of report, which reflects maintenance workload and backlog status for all items of equipment serviced by installation maintenance facilities.	Punched cards	DCSLOG, AHAEB-MM	Monthly	CSGLD-1049 (R1)C.	a. Workload Backlog Error List	a. Monthly	a. CSGLD-1049 (R1)C.	a. DCSLOG, AHAEB-MM	a. DA, DCSLOG, AHAEB-MM	a. DCSLOG, AHAEB-MM
					b. Workload Backlog Error Punched Cards	b. "	b. "	b. "	b. "	b. "
					c. Production Report, Install by Line Nr: Part IA	c. "	c. "	c. "	c. "	c. "
					d. Production Report, Command Consolidation by Line Nr Part IB	d. "	d. "	d. "	d. "	d. "
					e. Production Report Recapitulation by Major Equipment Category Part IC	e. "	e. "	e. "	e. "	e. "

E-II-I-108

HEADQUARTERS, [illegible]
(INSTALLATION)

DPI # A100

)227 The Army Maint Mgmt System (TAMMS)
(CODE) (SYS TITLE)

Maintenance Shop Workload and Backlog Report (Cont)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
					f. Backlog Installation by Line Nr Part IIIA	f. Monthly	f. CSGLD-1019 (R1)C	f. DCSLOG, AHAAD-MM	f. DA, DCSLOG, AHAAD-MM	f. Do
					g. Backlog Command Consolidation by Line Nr Part IIIB	g. "	g. "	g. "	g. "	g. "
					h. Backlog Nomenclature by Major Equipment Category Part IIIC	h. "	h. "	h. "	h. "	h. "

E-II-I-109

PAGE NO. [illegible]

0227 (CODE) | The Army Maintenance Management Systems (TAMMS) (SYS TITLE) | Headquarters First US Army (INSTALLATION) | BPI # A100

Modification Work Order Control & Reporting (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION RULES
Provides for the reporting of information contained in the master modification work order file as maintained by CONARC and provides for the updating of the file maintained at First US Army Headquarters.	a. MWO Control File Decl	a. DCSLOG AHABD-MR	a. As required		a. MWO 8 card list	a. As required	a. CSGLD-1414	a. DCSLOG, AHABD-MR	a. DCSLOG, AHABD-MR subj: Control Rpt, 29 Apr 70	a. AHABD-MR
	b. MWO Control File changes	b. "	b. "		b. MWO 9 card List	b. "	b. "	b. "	b. "	b. "
					c. MWO Error Listing	c. "	c. "	c. "	c. "	c. "
					d. MWO Error Cards	d. "	d. "	d. "	d. "	d. "
					e. Card-Out File	e. "	e. "	e. "	e. "	e. "

E-II-I-110

0227 (CODE) | The Army Maintenance Management Systems (TAMMS) (SYS TITLE) | Headquarters First US Army (INSTALLATION) | BPI # A100

Support List Allowance Report (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for preparation of report pertaining to initial distribution of repair parts, test equipment, special tools and materiel required for organizational, direct support and general support maintenance.	Punched Cards	DCSLOG, AHABD-MH	as required		a. Support list allowance report, Group I	a. as required		a. DCSLOG, AHABD-MH	a. DCSLOG AHABD-MH	a. DCSLOG AHABD-MH
					b. Support list allowance report, Group II	b. "		b. "	a. "	
					c. Support list allowance punched cards, Group I	c. "		c. "	c. "	c. "
					d. Support list allowance punched cards, Group II	d. "		d. "	d. "	d. "

E-II-I-111

PAGE NO. 107

0239 (SYS CODE) Secondary Item Inventory Stratification (SIIS) (SYS TITLE)

Headquarters First US Army (INSTALLATION)

DPI # A100

Automatic Return Items (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	SCS	OUTPUTS	FREQUENCY	SCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DELETION CODE
Provides for preparation of report reflecting critical and intensively managed secondary items selected by the National Inventory Control Point (NICP) based on essentiality to each CONUS Class I installations.	Punched cards	DCSLOG AHABD-MR	Quarterly		a. Automatic return items list	a. Quarterly		a. DCSLOG AHABD-MR	a. DCSLOG AHABD-MR	D
					b. Automatic return items punched cards	b. "		b. "	b. "	"

E-II-I-112

Headquarters First US Army
(INSTALLATION)

0274 Real Property Inventory - Army DPI # A100
(SYS CODE) (SYS TITLE)

Installation Inventory of Military Real Property
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for the preparation of ADDs, Deletions and changes to Data File of Army Military Real Property under the control of the Department of Army by the Office of Chief of Engineers (DA).	Card Copy, DA Form 2541	DCSLOG, AHABD-MH	Quarterly	ENG-75 (R1)	a. Proof Lists	a. Quarterly		a. DCSLOG AHABD-MH	a. AR 405-45	a. DCSLOG AHABD
					b. Final Lists	b.		b. DCSLOG, AHABD-MH	b. "	b. DA
					c. Punched Cards	c.		c. DCSLOG, AHABD-MH and DA	c. "	c. DA

E-II-I-113

PAGE NO. 110

292 (SY CODE) Control of Critical Defense Material (SYS TITLE)

Headquarters First U.S. Army (INSTALLATION)

DPI # A100

Radioisotope Inventory and Leak Test Report (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	ACTION OFFICE	DECISION RULE
Provides Army area control points and CONARC with current data on radioisotope inventory and leak test locations and leak test results of radiation source.	Punch cards	DCSLOG, AHARD-MH	As required	AMC-192	a. Radioisotope Inv and Leak Test Rpt-Pt I Serial No W/FSN	a. As Required	a. AMC 192	a. DCSLOG, AHARD-MH	a. DA, DCSLOG, AHARD	a. "
					b. Radioisotope Inv and Leak Test Rpt-Pt II Serial No W/FSN by station	b. "	b. "	b. "	b. "	b. "
					c. Punched cards Selected "C"	c. "	c. "	c. "	c. "	c. "
					d. Punch cards "Non-Selected"	d. "	d. "	d. "	d. "	d. "
					e. Punch cards "transceived"	e. "	e. "	e. "	e. "	e. "

E-II-I-114

Headquarters, First US Army
(INSTALLATION)

336 — Officer Personnel Management
(SYS CODE) — (SYS TITLE)

DPS # A100

First US Army Key Installation Logistic Officer Listing
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	PCS	OUTPUTS	FREQUENCY	PCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for preparation of listing reflecting station name, installation code, location and title name and telephone number of each Logistics Officer at key installations wihhin First Army area.	Punched cards	DCSLOG, AHABD-MH	As required		First Army Key Log Officer Listing	As required		DCSLOG, AHABD-MH	DF, DCSLOG, AHABD-MH	DCSLOG, AHABD-MH

E-II-I-115

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

0360 Installation Utilization of Military Real Property - Army
(SYS CODE) (SYS TITLE)

DPI # A160

Storage Space Utilization and Occupancy Report
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUT	AUTHORITY	DECISION POINTS
Provides for preparation of report used as a basis for management of storage space allocation, assignment, and control through evaluation of installation utilization and occupancy performance. Source DD Form 805, converted to punched cards.	Punched cards	DCSLOG (AMMO-MR)	Annually	CSGID-1339	a. Storage space util. oper. rpt. checklist b. Punched cards (corrected)	Annual	a. b. DACIB-1339	a. DCSLOG AFFID-MR b. Letterkenny Army Depot	a. EE DCSLOG (AMMO-MR) b. EE DCSLOG (AMMO-MR)	a. DCSLOG (AMMO-MR) b. DCSLOG (AMMO-MR)

E-IPI-116

PAGE NO. 113

0480 (Y CODE)

World-Wide Ammunition Requirements and Assets Report System (SYS TITLE)

Headquarters First US Army (INSTALLATION)

BPI # A100

World-Wide Ammunition Reporting System (WARS) (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINT
Provides for the preparation of the World-Wide Ammunition Requirements and Assets Report which furnishes data required for budget estimates supply control studies, allocation distribution planning, procurement, readiness assessment and other factors applicable for conventional & chemical ammunition items except nuclear.	a. Ammo transaction input cards b. Req allocation items cards	a. DCSLOG-AHARD-MH b. DCSLOG-AHARD-MH	a. Monthly- b. Monthly-Quarterly		a. Error/Transaction Rpt	a. Monthly-Quarterly	a. CSGLD-1322	a. DCSLOG, AHARD-MH	a. CONAR Reg 700-22	a. DCSLOG AHD-MH
					b. Installation Report	b. "	b. "	b. "	b. "	b. "
					c. 1322 Requirements & Assets Rpt	c. "	c. "	c. "	c. "	c. "
					d. Unserviceable Rpt	d. "	d. "	d. "	d. "	d. "
					e. Operational Projects Rpt	e. "	e. "	e. "	e. "	e. "
					f. Forecast & Expenditure Rpt	f. "	f. "	f. "	f. "	f. "
					g. Dollar Value & Tonnage Rpt	g. "	g. "	g. "	g. "	g. "
					h. Ammo DODIC Error List	h. "	h. "	h. "	h. "	h. "

E-II-1-117

480 (Y CODE) World-Wide Ammunition Requirements and Assets Report System (cont) (SYS TITLE) Headquarters First US Army (INSTALLATION) DPI # A100

World-Wide Ammunition Reporting System (WARS) (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION NODES
					i. Updated Transaction Log & Master File List	i. Monthly-Quarterly	i. DSCED 1322	i. DCSLOG, AMARD-RR	i. CONARC Reg 700-22	DCSLOG AMARD-RR
					j. Dollar Value & Tonnage Master Error List	j. "	j. "	j. "	j. "	
					k. Ammo Allocation Posture Sheet Rpt	k. "	k. "	k. "	k. "	k. "
					l. Selected E-cards.	l. "	l. "	l. "	l. "	l. "
					m. "Other" cards	m. "	m. "	m. "	m. "	m. "
					n. Error Transaction cards	n. "	n. "	n. "	n. "	n. "
					o. AUTODIN tape	o. "	o. "	o. CONARC	o. "	o. CONARC
					p. AUTODIN log	p. "	p. "	p. "	p. "	p. "

E-II-1-118

UNCLASSIFIED

Headquarters, First US Army
(INSTALLATION)

002 — 5-YR Troop Basis - Active Army
(SYS CODE) (SYS TITLE)

DPI # A100

arce Accounting System (FAS) XV Report (1A)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION NOTES
rovides a system to process nd generate reports reflecting data relative to units ontained in the First US Army orce Accounting System.	a. Army-wide punch card file.	DCSOT	As Required		a. Force Accounting System (FAS) XV Report	As Required		DCSOT, ARABC-OR	DF, ARABC-OR, DCSOT	DCSOT, ARABC-OR
	b. Corrected CARDs	DCSOT			b. Error list	As Req'd		DCSOT, ARABC-OR		ARABC-OR

E-II-I-120

PAGE NO. 116

0053 Army Aviation Administrative Mgt Headquarters, First US Army DPI # A100

(SYS CODE) (SYS TITLE) (INSTALLATION)

Army Aviator Status Report

(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides a mechanical method for preparation of a listing containing qualification data pertaining to flight status of all aviators both Active and Reserve in First US Army area.	Keypunch Worksheets, Punch Cards	DCSOT	Monthly		Listed Army Aviator Status Report (Active)	Monthly		DCSOT	1A [illegible] 95-2	DCSCE (ACSC-EN)
					Army Aviator Status Report (Reserve)					

E-II-I-121

PAGE NO. 112

Headquarters, First US Army
(INSTALLATION)

0068 MOb Troop Program DPI # A100
(SYS CODE) (SYS TITLE)

First US Army TOE Mobilization Troop Basis
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	PRE-QUERY	FOR	OUTPUTS	PRE-QUERY	FOR	DISTRIBUTION OF OUTPUTS	AUTHORITY	RETENTION PERIOD
Provides for preparation of listings in various sequence reflecting the mobilization status of active army units and reserve component units, within the command jurisdiction of HQ, First US Army.	a. MOB TOE Unit Update Transactions b. MOB TOE Master Punch Card File.	DCSOT DCSOT	As Required		MOB TOE Troop List	As Required		DCSOT AMARC-OA	OF, DCSOT AMARC-OA	AMARC-OA

E-II-I-122

PAGE NO. 1

084 Unit Readiness Reporting Headquarters, First US Army (INSTALLATION) DPI # 4100

(CODE) (SYS TITLE)

Unit Readiness Report

(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	BCS	OUTPUTS	FREQUENCY	BCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides a comprehensive edit of all Active Army Unit Readiness data as received from First US Army Active Units, and produces a listing of all input transactions with error indicated. Card deck is prepared for disposition to CONARC.	Unit Readiness Punch Cards	DCSOT (AHABC-OO)	Monthly		Edit error list Final List Card Deck	Monthly		DCSOT (AHABC-OO)	AR 525-10	DCSOT (AHABC-OO)

E-III-1-123

0084 Unit Readiness Reporting Headquarters, First US Army (INSTALLATION) DPI # A109

(CODE) (SYS TITLE)

Unit Readiness Punch Cards

(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DISPOSITION INSTRS
Provides keypunching service in preparation of Active Army Unit Readiness punch cards for First US Army Support Element.	Keypunch	1USASE	Monthly		Punch Cards	Monthly		1USASE	DF, ARAIRCO	1USASE

E-II-I-124

HEADQUARTERS, FIRST US ARMY
(INSTALLATION)

BPI A A100

0084 Unit Readiness Reporting
(CODE) (SYS TITLE)

First US Army Accountable and Operating Strength Report
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	ECS	OUTPUTS	FREQUENCY	ECS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINTS
Provides for the preparation of report of accountable and operating strength for First US Army units with status codes C1, C2, C3, C5, and E1 which reflects subunit designation, parent unit number, branch, designation, station name and location, assignment, status, morning report date, analyst code, subunit, SEC, accountable and operating strengths for officers, warrant officers and enlisted personnel.	Organization Master File	IA DPR	Quarterly		Punched Cards First US Army Accountable and Operating Strength Listing	Quarterly		DCSLOG, AHAM-KD	DF, AHAM-[illegible] DCSLOG 13 Apr [illegible]	

E-II-I-125

PAGE NO. 121

Headquarters, First US Army
(INSTALLATION)

C088 Accident Analysis
(SYS CODE) (SYS TITLE)

EPI # A100

Accident Analysis Reporting
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	PRE-QUERY	POS	OUTPUTS	PRE-QUERY	POS	DISTRIBUTION OF OUTPUTS	AUTOR ITY	DECISION RULE
Provides a comprehensive edit of accident punched cards created from information contained on DA Form 285-2. A listing is created after all input cards have been edited. Card decks are forwarded to CONARC and Department of the Army. A consolidated quarterly listing is prepared for use within DCSPER Accident Section.	DA Form 285-2	DCSPER (AHSRA-PS)	Daily		Accident Punch Cards	Daily		DCSPER (AHSRA-PS)	AR 339-1 36	DCSPER (AHSRA-PS)
		Monthly Accident Punch Card File	Monthly		Error List Error Cards Final List 3 decks of punch cards: a. Local b. DA c. CONARC	Monthly		"		
	Accident Punch Cards for applicable quarter	DCSPEP	Quarterly		Quarterly Consolidated List	Quarterly		"		

E-II-1-126

Headquarters, First US Army
(INSTALLATION)

0135 Management of Army ADP
(SYS CODE) (SYS TITLE)

DPI # A100

First US Army DPA Standard CONARC ADP Management System (SCAMS) Transactions
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	REMARKS
Provides a method for the First US Army DPA to prepare input punch card transactions for reporting information required by SCAMS.	ADP Management Statistical data	Plans and Management Branch IA DPA	Monthly		Punch card SCAMS transactions	Monthly	AIDS-8 (R1)	First US Army HHSO	AR 18-5	First Army M

E-II-I-127

PAGE NO. 125

Headquarters, First US Army
(INSTALLATION)

1135 (SYS CODE) Management of Army ADP (SYS TITLE) DFI # A100

st US Army, DFA Actual, Assigned and Authorized Strength
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION RULE
ovides for the maintenance of accurate up-to-date data bas management information and preparation of listings re ecting the actual assigned, authorized strength by mand, for use by the DPA nager in the management of operations.	Change Cards	DPA Administrati Branch	Daily		LISTINGS: a. Actual Assigned and Authorized Strength b. Alpha List Military Pers. c. Alpha List All Personnel d. ETS List e. DOR List	Semi-monthl		DPA Administrative Branc	Ch, Fir 35 Army DPA	DA Authorized Strength

E-II-1-128

PAGE NO. 124

5 Management of Army [illegible] Headquarters, First US Army (INSTALLATION) DPX 5 [illegible]

5 [illegible]DE) (SYS TITLE)

cessing Production and Control System

(APPLICATION)

PPLICATION SCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	RCS	OUTPUTS	FRE-QUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINTS
vides for the preparation of a processing job requirement ormation and processing tus used to control the cessing of jobs throughout First US Army DPA opera-ns.	Transaction Cards	Plans and Management Branch	Daily		Error List Valid Transaction File Disc	Daily		DPA Plans and Management Branch	AR 18-7	DPA Plans and Management Branch
	Due Date File Production Control Master File Control Card File	Plans and Management Branch	Monthly		Due Date Data File. Job List by Job Number			DPA Plans and Management Branch	AR 18-7	DPA Plans and Management Branch
	Daily Input Due Date Cards	Plans and Management Branch	Daily		Late Jobs Completed Jobs Jobs Due	Daily		DPA Plans and Management Branch	AR 18-7	DPA Plans and Management Branch

E-II-1-129

PAGE NO. [illegible]

(5)

(HEADQUARTERS, [illegible] INSTALLATION)

BIT # 4100

0135 (SYS CODE) (SYS TITLE)

Standard CONARC ADP Management System (SCAMS) -

[illegible] CONARC Reporting System for Management of [illegible]

CONUS, DPA Personnel & [illegible]

(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FRE-QUENCY	PCS	OUTPUTS	FRE-QUENCY	PCS	DISTRIBUTION OF OUTPUTS	AUTHOR-ITY	DECISION POINTS
Provide for the maintenance of an accurate up-to-date data base (personnel and Non computer (PCM Equipment)) of management information and the preparation of reports for use by the DPA Manager in management of his operations and for the preparation of input data required for the CONARC Reporting System for management of Army Data Processing.	Personnel/ Machine Time Cards.	USA DPA	Daily		Edit Error List	Monthly		DPA Plans & Mgmt	Ltr, AIG OT, HQ, CONARC, 10 Oct [illegible]	Prod & Mgmt Div, DPA
					Error Cards	[illegible]		DPA Plans & Mgmt	[illegible] OT, HQ, CONARC, 10 Oct [illegible]	[illegible] Div, DPA
					The following output listings are prepared.					
					a. Personnel Time & Cost by Job.	Monthly		DPA Plans & Mgmt Office		Prod & Mgmt Div.
					b. Time & Cost by Function Code CODE.	Monthly		DPA Plans & Mgmt Office		Prod & Mgmt Div, DPA
					c. Time used by Machine	Monthly		DPA Plans & Mgmt Office		Prod & Mgmt Div, DPA
					d. Machine Time & Cost by Job	Monthly		DPA Plans & Mgmt Office		Prod & Mgmt Div, DPA

E-II-I-130

HEADQUARTERS FIRST US ARMY
(INSTALLATION)

DPI # A100

0135 (SYS CODE) (SYS TITLE)

Standard CONARC ADP Management System (SCAMS) -

(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION TO USE
					e. Employee Number & Name Lists.	Monthly		DPA Plans & Management Office		

E-II-I-131

HEADQUARTERS FIRST US ARMY
(INSTALLATION)

DPI $ A100

)135
(SYS CODE) (SYS TITLE)

USCONARC
(APPLICATION) Data Processing (ATPS-8 (R1)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
rovides for producing an accurate set of input transaction for updating the ATPS-8 Master File locally and of HQ CONARC.	Punch cards in eleven different formats	All First Army DPI's which have ADP equipment	Monthly	ATDS-8 (R1)	7 channel magnetic tape of all valid transactions for disposition to CONARC. The following management type listings are produced. a. ADP Inventory by DPI b. Summary of manpower by DPI c. Equipment utilization and machine features by DPI d. Management functional/ usage by DPI e. ADPE System by DPI	Monthly	ATDS-8 (R1)	MISO	AR 18-3	MISO

E-II-I-132

Headquarters First US Army

0151 (CODE) | HQ DA Command Control System (SYS TITLE) | (INSTALLATION) | DPI # A100

OCCS Processing (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides keypunching of source documents received from DCSOT and DCSRF containing Operational Command and Control Data submitted by First US Army Active and Reserve Units for submission to CONARC.	Keypunch Worksheets DA Form 823	DCSOT (AHARC-OO) DCSRF (AHARF-BR)	Daily		Punch Cards Listing of all Punch Cards	Daily		DCSOT - (AHARC-OO) DCSRF - (AHARF-BR)	CON/ ARSTRIKE 525-3	DCSRF (AHARF-BR) DCSOT (AHARC-OO)

E-II-1-133

0217 Radio Freq. Mgt and Engineering Headquarters, First US Army (INSTALLATION) BPI # A100

(CODE) (SYS TITLE)

Listing and Address Labels for First US Army Military Affiliated Radio System (MARS) Members
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	RCS	OUTPUTS	FREQUENCY	RCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides a mechanized method for updating MARS master card file and producing output listings and address labels of all MARS personnel in First US Army area.	Punched Cards	DCSCE	Monthly and Quarterly		List - First US Army MARS Members Address Labels First US Army MARS members	Monthly Quarterly		DCSCE-(AHACS-PT)	DF, AIASI-O	DCSCE (AHACS)

E-II-I-134

Headquarters, First US Army
(INSTALLATION)

0266 (CODE) Army Authorization System (SYS TITLE) DPI # A100

The Authorization Document System (TAADS)
(APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	BCS	OUTPUTS	FREQUENCY	BCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
Provides for maintaining Tables of Distribution and Allowances (TDA) and Modified Tables of Distribution (MTDA) for First US Army activities and for the forwarding of applicable changes to HQ CONARC.	a. MOS Master Magnetic Tape File.	HQ CONARC	As Required		MOS Master List	As Required		DCSOT, AHABC-FD	AR 310-49 DCN Suppl to AR 310-49	DCSOT AHABC-FD
	b. Nomenclature Master Magnetic Tape File.	HQ CONARC	As Required		Nomenclature Master List	As Required		DCSOT AHABC-FD		DCSOT AHABC-FD
	c. DA Forms 2952 and 2953	DCSOT	As Required		Edit Error List and Error Cards	As Required		DCSOT AHABC-FD		DCSOT AHABC-FD
	d. Header Cards Trailer HDR	DCSOT	As Required		Transaction Register	As Required		DCSOT AHABC-FD		DCSOT AHABC-FD
	e. Cards	DCSOT	As Required		TDA/MTDA Documents on 2952-2953, DA Forms or 1413 paper.	As Required		DCSOT AHABC-FD		DCSOT AHABC-FD
	f. Approval Header Cards	DCSOT	As Required		AUTODIN Tape	As Required		DCSOT AHABC-FD		DCSOT AHABC-FD
	g. TDA/MTDA Magnetic Tape Transactions	HQ CONARC	As Required		AUTODIN Log	As Required		DCSOT AHABC-FD		DCSOT AHABC-FD
					TDA/MTDA Log	As Required		DCSOT AHABC-FD		DCSOT AHABC-FD

E-II-1-135

0266 (SYSTEM CODE) Army Authorization System (SYS TITLE)

Headquarters First US Army (INSTALLATION)

DPI # A100

The Authorization Document System (TAADS) (Cont) (APPLICATION)

APPLICATION DESCRIPTION	INPUTS	SOURCE OF INPUT	FREQUENCY	BCS	OUTPUTS	FREQUENCY	BCS	DISTRIBUTION OF OUTPUTS	AUTHORITY	DECISION POINTS
					TDA Approved Documents on DA Forms 2952 and 2953.	As Required		DCSOT AHABC-FD		SOI AHABC-FD
					TDA/MTOA Master File List	As Required		DCSOT AHABC-FD		DCSOT AHABC-FD
					TAADS Master File Log Extract	As Required		DCSOT AHABC-FD		DCSOT AHABC-FD
					Coded Authorized Strength Cards	As Required		AG AHAAC-BA		AG AHAAC-BA

E-II-I-136

PAGE NO. 132

ANNEX F - OTHER AREAS

1. Team 3 surveyed the Comptroller, MISO/DPA and Communications functions of HQ, FUSA. Separate annexes were prepared for the MISO/DPA and Communications functions and for the Budget and Finance portions of Comptroller.

2. This annex covers the following Comptroller functions:

a. Appendix I - Office of the Comptroller (immediate office of the Comptroller to include administrative functions).

b. Appendix II - Internal Review.

c. Appendix III - Management.

d. Appendix IV - Program and Analysis.

Appendices
I - Office of the Comptroller
II - Internal Review
III - Management
IV - Program and Analysis

741

APPENDIX I - OFFICE OF THE COMPTROLLER

1. This appendix deals with the immediate office of the Comptroller, FUSA, and does not cover the functions of the Comptroller organization which are analyzed in other annexes and/or in other appendices of this annex.

2. The Comptroller, FUSA, directs and supervises the operation of the Office of the Comptroller and is the principal advisor to the CG, FUSA, on financial management matters. The Comptroller is assisted in performance of such duties by a Deputy Comptroller, a Sergeant Major, a Chief of the Administrative Branch, and a secretary. Staffing of the immediate office of the Comptroller is as follows:

POSITION	GRADE
Comptroller	O-6
Deputy Comptroller	O-5
Sergeant Major	E-9
Admin Chief	E-5
Secretary	GS-318-6

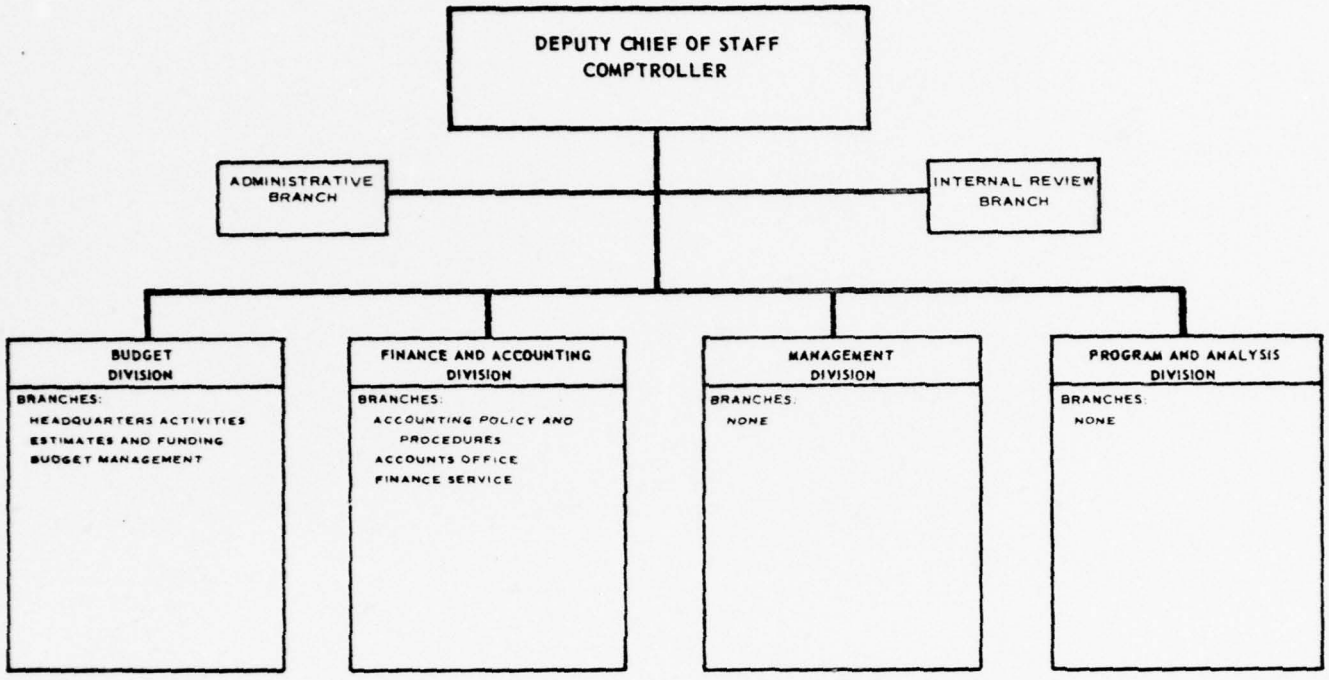
3. Tab A shows an organization chart of the overall Comptroller's office at HQ, FUSA.

NOTE: Currently the Deputy Comptroller is an O-6; however, this is a temporary situation and is expected to be corrected as of 1 June 1972 with the anticipated retirement of the present Comptroller.

Tab
A - Organization Chart

P-1-A

HEADQUARTERS FIRST UNITED STATES ARMY



APPENDIX II - INTERNAL REVIEW

1. The Internal Review Division, Office of the Comptroller, has responsibility for the following areas:

a. Staff supervision of and development of policy for internal review functions at FUSA installations.

b. Command replies to Army Audit Agency (AAA) and General Accounting Office (GAO) reports.

c. Nonappropriated Funds reports of investigation reviews.

d. Bonding of ROTC institutions.

e. Performance of HQ, FUSA command nonappropriated fund audits.

2. Internal Review Policy and Staff Supervision. The Internal Review Division develops FUSA policy for performance of internal reviews at installations level. Such policy is based on CONARC and DA regulations and guidance which, from a practical standpoint, requires only a minimum amount of implementation at the CONUSA level. Staff supervision consists of monitoring the internal review function at installations and is accomplished by periodic staff visits to the installations and analysis of representative installation reviews.

3. Command replies to Audits. The Internal Review Division reviews installation replies to AAA and GAO reports to determine adequacy of corrective action taken. After such review the command reply, setting forth the FUSA position regarding the audit report and the corrective action, is developed and forwarded to CONARC. The actual analysis of corrective action and input for the command reply are accomplished by the staff office of FUSA responsible for the functional area involved.

4. Nonappropriated Funds Reports of Investigation Review. Reports of Investigation of nonappropriated fund losses in excess of $5,000 are reviewed by the Internal Review Division and final action taken regarding determination of pecuniary liability. This function also involves the review of appeals submitted by individuals who have been previously held pecuniarily liable regarding nonappropriated fund losses.

5. Bonding of ROTC Institutions. Educational institutions sponsoring ROTC are required to post a bond covering possible loss of Government property. The Internal Review Division processes and obtains bonding for institutions sponsoring ROTC.

6. Nonappropriated Fund Audits. The Internal Review Division performs audits of two command nonappropriated funds. These two funds, the Command Welfare Fund and the Headquarters Welfare Fund, are normally found in most major commands and major subordinate commands throughout the Army.

7. Staffing. The Internal Review Division is staffed completely with civilians in the following grade structure:

NUMBER OF EMPLOYEES	SERIES	GRADE
1	GS-510	13
1	GS-510	12
2	GS-510	11
1	GS-501	11
1	GS-318	5
TOTAL 6		

8. Survey Forms. The Report Collection Form is attached as Tab A. The Internal Review Survey Form is attached as Tab B.

Tabs
A - Report Collection Form
B - Internal Review Survey Form

Instructions for Completion of
CONUSA Reports Collection Form

1. Complete information in heading of form. List the name of the staff office down to the appropriate division, branch or section level.

2. What functional (and sub-functional) areas is the staff office involved with? Enter the functional area(s) in the heading and explain in detail in the Remarks column when it is necessary.

3. This paragraph pertains to responsee to be entered on form which deals with reports which First US Army receives from the installation(s).

a. Enter title/name of report in column (a).

b. Enter RCS in column (b). If no RCS exists, place "NONE" in column (b).

c. Enter in column (c) the format in which the report is received at First US Army.

(1) If the report is typewritten or otherwise prepared by hand enter an "X" under m in column (c).

(2) If the report received at First US Army is a computer printout, punch cards, magnetic tape, etc, enter an "X" under a in column (c). Beneath the "X" entry, record the medium; for example, "punch cards."

d. Enter in column (d) where reports originate at the installation level. In other words, what office at installation level prepared the report?

e. What is the authority for the reports received at First US Army? Enter in column (e) the AR, CONARC Reg, First US Army Reg, etc, which requires the report. (Explain linkage between AR and implementing CONARC/First US Army regulations in column (i).)

f. Is the report a CONUSA unique? Enter a Yes or No in column (f) and explain in column (i).

g. Is the report a CONARC unique? Enter a Yes or No in column (g) and explain in column (i).

h. Does the CONUSA CG have the authority to change the report? Enter a Yes or No in column (h) and explain in column (i).

4. This paragraph pertains to responses dealing with the disposition of reports at the CONUSA.

a. Enter in column (j) how report is used at FUSA.

b. Enter in column (k) if report is forwarded from FUSA.

c. Enter in column (l) if report is used by FUSA as input for a CONUSA prepared report.

d. Enter in column (m) if report is retained solely at CONUSA.

709

e. If report is not retained solely at CONUSA, enter in column (n) where report is forwarded.

5. Column (o) requires two entries:

a. Enter the title and RCS, if appropriate, of each report furnished to the installation level.

b. Enter in the "initiated by" column whether this report is CONUSA initiated or if it originates at a higher headquarters.

6. Enter in column (p), "Personnel", how many individuals in the office, division, branch, or section are directly associated with processing the report at FUSA. The information entered in column (p) must reflect the required, authorized, and the number actually employed.

7. The last column (q) of the form is titled "Remarks." For any area that needs further elaboration or where space is insufficient within the other columns, cross reference the appropriate column under "Remarks" and explain.

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE Comptroller
DIVISION Internal Review
BRANCH
SECTION

DATE OF INTERVIEW 17 April 1972

FUNCTIONAL AREA(S) Internal Review

NAME OF INDIVIDUAL CONTACTED Mr. H.H. Zentz

PHONE # 6226

(a) Title/Name of Report	(b) RCS	(c) m	(c) s	(d) Origination	(e) Authority	(f) CONUSA Yes	(f) CONUSA No	(g) CONARC Yes	(g) CONARC No	(h) Change Yes	(h) Change No	(i) Explanation
Command Reporting on US General Accounting Office AUDITS	CSCPR-2 (R1)	X		Compt (usually)	AR 36-20		X		X		X	Report is req from any Instl activity and CONUS Army H[illegible] which is visited by the [illegible] Acctg Off. (GAO). Info to be reported is prescribed in Army Regulations
Report of Army Staff Followup on Selected US Army Audit Agency Audit Reports	CSCAM-147	X		Compt (Usually	AR 36-6		X		X		X	DA staff agencies may req info in writing or otherwise, relat to conditions or recommendati of a specific USAAA Audit Repo pertaining to any Command leve or activity.

P-II-A-3

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
	Disposition						Personnel			
Use	Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Rqmt	Auth	Actual	Remarks
Staff Off are advised of findings recommendations & conclusions of GAO and action taken/position of the command visited. This HQ eval this info, determines action RQD and formulates Cmmo reply to CONARC.	Yes	Rpt is indorsed to CONARC	No (except file copy)	CONARC	Rpts flow up cmmd channels from activities visited by GAO	Rpt is init by HQ 1A when visited by GAO.	.3	.3	.3	Personnel shown in column P are HQ 1A DCSCOMPT Personnel only. Depending on nature of GAO visit, staffing of related report and personnel involved in other staff offices will vary significantl
Info of staff offices involved	Yes (It may be necessary for subordinate commands to rpt direct with info copy to HQ 1A if suspense date is too short to permit reporting thru command channels)	Rpt would be indorsed to CONARC	No (except file copy)	CONARC if time permits. If not, to req DA agency (AR 36-6 does not specify)	Rpts will flow up from Instl. Depends on req & AAA Audit rpt involved	Depends on req and USAAA Audit Rpt Involved.	.0	.0	.0	As 1A has no expericence reporting under this RCS, and reporting channels to be followed are not cited in AR 36-6, the manner in which reports will be handled will depend on instructions contained in req from DA agency.

CONUSA Survey (Cont)

(r) CONARC Disposition	
Report is evaluated at HQ CONARC and forwarded to DA.	
No reports have ever been received under this RCS. If such reports were received CONARC would forward to DA.	

CONUSA SURVEY FORM

INSTRUCTIONS

This form will identify functional areas and those sub-functions identified within each functional area. The purpose of such identification is to provide a means for determining what action is being taken at FUSA within each sub-function; the number of personnel authorized to perform the sub-function (if identifiable) the number actually utilized and what recommendations are made as to the disposition of the sub-function.

a. (Column a) Identify by name the sub-function.

b. (Column b) Identify by letter what action is taken at Army HQ on this sub-function. For the purpose of this portion of the report, use the following legend: A - Decision, B - Process, C - Consolidate, D - Issue Guidance, E - Establish Policy, F - Conduct Inspections, G - Conduct Staff Visits.

c. (Column c) Identify the level at which decisions are made relative to the sub-function. For the purpose of completing this column, use the following legend: 1 - Installation, 2 - CONUSA/Area Command, 3 - CONARC/New Major Command, 4 - Department of the Army.

d. (Column d) Where the number of personnel authorized within the TDA to perform this sub-function can be identified, that number should be shown. If the number for the sub-function cannot be broken out show the total authorized for the function and so indicate.

e. (Column e) Show the number of personnel actually utilized in the performance of the sub-function. Where necessary use fractions, i.e., if one person performs four sub-functions, show ¼ for each sub-function.

f. (Column f) Since a recommendation will have to be made concerning many functions and sub-functions, indicate the level at which decisions should be made. Use the same legend shown for Column c.

g. (Column g) Use the Remarks Column for any additional information or to clarify other entries.

CONUSA SURVEY FORM

FUNCTIONAL AREA Comptroller

NAME OF OFFICE Internal Review

POINT OF CONTACT Mr. H. H. Zentz

TELEPHONE 6226

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Staff supervision of Internal Review functions at Installation	D, E, G	2	3.4	4.4	3	This function involves development of policy, monitoring of internal reviews at installations and operation of the division.
Command Replies to AAA & GAO Reports	A, B, C	2	1	1	3	
Nonappropriated Funds Report of Investigation Reviews	A	2	.5	.5	3	
Bonding of ROTC Institutions	A	2	.1	.1	2	
Administers the Non-appropriated Fund Audit Program of the Command	B, D, E, G	2	1	1	3	

F-II-B-2

APPENDIX III - MANAGEMENT

1. The Management Division, Office of the Comptroller, has responsibility for the following major areas:

a. Work Measurement.

b. Work Simplification and Management Improvement.

c. Comptroller Civilian and Officer Career Programs.

d. Base Closures.

e. Management Studies.

f. Army Cost Reduction Program.

2. Work Measurement. The Management Division develops command policy and exercises staff supervision for work measurement programs at installations throughout FUSA and performs work measurement studies at the headquarters when required.

3. Work Simplification and Management Improvement. This functional area is basically an instructional program designed to inform employees of better and more efficient methods of performing work assignments. The Management Division develops the course of instruction for work simplification and presents such instruction to selected groups of employees throughout FUSA. In many cases, such instruction is presented by HQ, FUSA Management Division personnel to installation Comptroller-Management personnel who in turn conduct work simplification and management improvement courses for employees of their installation.

4. Comptroller Civilian and Officer Career Programs. The Management Division has responsibility for management of the career program for civilians and officers in the Comptroller field throughout FUSA. This function involves maintenance of the employee records, development of referral lists, guidance to operating officials in selection of individuals for positions and operation of the Comptroller trainee program for the command.

5. Base Closures. Special studies and Comptroller representation are required when closing of Class I activities within FUSA is effected. The Management Division performs this function and participates with other HQ, FUSA personnel and representatives of CONARC, DA, and DOD in studies related to such closures. Examples of this type of activity are the anticipated closing of Fort Wadsworth and/or Fort Tilden, closing and/or relocation of USAR Centers, closing of Fort Hayes, and the discontinuance of the USAR Corps.

6. Management Studies. The Management Division exercises staff supervision over Comptroller management functions performed by installations and makes periodic staff visits to the field to evaluate such functions. In addition, the Management Division performs a variety of management surveys at HQ, FUSA and in the field as required.

7. Army Cost Reduction Program. This function involves the management of the program at HQ, FUSA and staff supervision of the program at installations within the command. Goals are established by staff offices in HQ, FUSA and consolidated by the Management Division; actual cost reductions effected are then compared against goals.

8. Staffing.

NUMBER OF EMPLOYEES	SERIES	GRADE
1	GS-343	14
1	GS-343	13
2	GS-343	12
3	GS-343	11
1	GS-343	9
1	GS-344	7
1	GS-318	5
TOTAL 10		

9. Survey Forms. The Report Collection Form is attached as Tab A. The Program and Analysis Survey Form is attached as Tab B.

Tabs
A - Report Collection Form
B - Program and Analysis Survey Form

75

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE Comptroller
DIVISION Management
BRANCH
SECTION Mr. H. M. O'Sullivan

DATE OF INTERVIEW 18 April 1972

FUNCTIONAL AREA(S) Comptroller

PHONE # 6326

NAME OF INDIVIDUAL CONTACTED

	(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
(1)	CONARC Work Measurement Program Summary	ATCOM-101	X		Comptroller	CONSUP to AR 1-50	No	No	No	Required by DA
(2)	Work Simplification Report	CSCAM-120	X		Comptroller	AR 1-65	No	No	No	Required by DA

V-III-A

CONUSA Survey (cont)

(j)	(k)	(l)	(m)	(n)	(o)		(p)			(q)
Use	Disposition Fwd	Input	Retained	Fwd to	Rpts to Inst	Initiated by	Personnel Rqmt	Auth	Actual	Remarks
(1) Evaluate Work Mgt Program	Yes	Yes	No	CONARC		CONARC	1	0	1	
(2) Evaluate Work Simplification Program	Yes	Yes	No	CONARC		CONARC & DA	1	0	1	

(r)

CONARC Disposition

1. CONARC Work Measurement Program Summary.

a. How Report is Used: Report is used for program surveillance at all levels (installations, CONUS Army HQ, and DA) to evaluate program progress and identify problem areas; used to monitor CONARC five-year work measurement program plan; used to identify the number of personnel requiring work measurement training.

b. Is it forwarded to DA: Data from this report is forwarded to DA by RCS DD-I&L(A)1143 per new directive, DOD directive 5010.15, Defense Integrated Management Engineering System (DIMES), 13 Jan 72; data was previously forwarded to DA by RCS CSCAM107(R2) per AR 1-50.

c. Final disposition: Information submitted to this HQ is used on a quarterly basis, Command Quarterly Review and Analysis, and files until data is required to submit reports to higher HQ.

d. Becomes input for other (new)report: Yes, see subparagraph b.

e. By what staff agency: Comptroller of the Army, Department of the Army, and DDI&L of Department of Defense.

f. To whom: Report is submitted to DACA-MRM.

2. Work Simplification Program Report.

a. How report is used: Report is used to evaluate training progress of supervisors required to receive work simplification training at CONARC installations; it is used to identify the amount of new methods-procedures installed by work simplification students and reported as management improvements through the cost reduction program and through this program report; report is submitted to HQ CONARC annually.

b. Is it forwarded to DA: Data is forwarded to DA annually (end of FY); report also requires identification of number of instructor manhours used in teaching work simplification techniques.

c. Final disposition: Data received at this HQ is evaluated, consolidated, and transferred to one summary report that is forwarded to Department of the Army per requirement of AR1-65, 25 Aug 67.

d. Becomes input for other (new) report: Yes, see subparagraph c above.

e. By what staff agency: Comptroller of the Army, Department of the Army; ~~and DDI&L of Department of Defense.~~

f. To whom: Report is submitted to DACA-MRM.

CONUSA SURVEY FORM

FUNCTIONAL AREA Comptroller

NAME OF OFFICE Management

POINT OF CONTACT Mr. H.M. O'Sullivan

TELEPHONE 6326

(a) SUB-FUNCTIONAL AREA	(b) ACTION AT CONUSA	(c) DECISION POINT	(d) AUTHORIZED PERSONNEL	(e) PERSONNEL UTILIZED	(f) RECOMMENDED DECISION POINT	(g) REMARKS
Division Supervision	B,D,E,F,G	2	1	1	3	
Work Measurement	D,E,G	2	2	2	3	
Work Simplification & Management Improvement	B,D,E	2	1	1	3	
Comptroller Civilian & Officer Career Programs	B,D,E	2	1	1	3	
Base Closure	B,F,G	4	1	1	4	Decisions regarding closure or transfer of activities are made at DA or higher.
Management Studies	B,D,E,F,G	2	2	2	3	
Army Cost Reduction Program	B,C	2	1	1	3	

APPENDIX IV - PROGRAM AND ANALYSIS

1. The Program and Analysis Division, Office of the Comptroller, has responsibility for the following major areas:

a. Operating Program Review.

b. Command Operating Program.

c. Reports Control.

2. Operating Program Review. The Operating Program Review is prepared quarterly to appraise program execution and to examine progress made during the quarter under review. The Program and Analysis Division has responsibility to monitor, edit, and prepare for publication the Operating Program Review. Input for this document is received from all of the staff offices of HQ, FUSA and normally consists of charts and accompanying narratives reflecting performance against programed goals.

3. Command Operating Program. The Command Operating Program (COP) represents guidance to subordinate commands of FUSA and is the basic document at installation level for preparation of budgets. The guidance contained in the COP identifies resource constraints (manpower and funds) and establishes objectives to be met by the various functional elements of the installations. The Operating Program Review measures performance against the objectives established on the COP. The Program and Analysis Division supervises, coordinates, and provides guidance to staff offices of HQ, FUSA in the development and maintenance of the COP. Objectives and resource constraints are developed by HQ, FUSA staff offices responsible for functional areas. Changes are published periodically as required.

4. Reports Control. The Program and Analysis Division performs the reports control function for HQ, FUSA. This function involves the approval of newly identified reports requirements and the periodic evaluation of the necessity of existing reports.

5. Other functions. The Program and Analysis Division is also responsible for program policies and procedures, assignment of support responsibilities, DCSCOMPT portions of FUSA mobilization plans, and historical reports and committee management. Additionally, the Chief, Program and Analysis Division serves as Executive Secretary for the Program Budget Advisory Committee (PBAC).

6. Staffing. The Program and Analysis Division is staffed completely with civilians in the following grade structure.

NUMBER OF EMPLOYEES	SERIES	GRADE
1	GS-345	14
1	GS-345	13
1	GS-345	12
1	GS-345	9
1	GS-318	5
TOTAL 5		

7. Survey Forms. The Report Collection Form is attached as Tab A. The Program and Analysis Survey Form is attached as Tab B.

Tabs
A - Report Collection Form
B - Program and Analysis
Survey Form

162

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE Comptroller
DIVISION Program & Analysis
BRANCH
SECTION

DATE OF INTERVIEW 17 Apr 72

FUNCTIONAL AREA (S) Comptroller - Budget

NAME OF INDIVIDUAL CONTACTED Mr. J. F. Kirst

PHONE # 2700

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
Periodic Review of Reports - Preparing Agency Comments & Recommendations	CSCAP-140 (R2)	X		Reports Control mgt or Program Division	AR 335-30	No	No	No	DA Required
Procedures for Programming & Effecting Program Changes	ATCOM-46	X		Primary Budget	CON Reg 11-3	No	Yes	Yes	CONARC Required
Committee Report (Interagency)	DD-A(A) 923	X		Committee Mgt-Mgt Div (consolidation) office having committee prepare individual report	AR 15-1	No	No	No	DA Required

FIVA

CONUSA Survey (cont)

(j) Use	(k) Disposition Fwd	(l) Disposition Input	(m) Disposition Retained	(n) Disposition Fwd to	(o) Rpts to Inst	(o) Initiated by	(p) Personnel Rqmt	(p) Personnel Auth	(p) Personnel Actual	(q) Remarks
None	Yes	Yes	No	CONARC	NA (Installations prepare report)	Higher Hqs	1	1	1	Report suspended by DA
Effect changes to funds, spaces and man years	Yes	No	No	CONARC	NA	Higher Hqs	Unknown			Used to report urgent program changes when urgency precludes submission in PMR or BER
None	Yes	Yes	No	CONARC	NA	Higher Hqs	1		1	

CONUSA SURVEY
REPORTS COLLECTION FORM

NAME OF STAFF SECTION/OFFICE Comptroller
DIVISION Program & Analysis
BRANCH
SECTION

DATE OF INTERVIEW 17 Apr 72

FUNCTIONAL AREA(S) Comptroller - Budget

NAME OF INDIVIDUAL CONTACTED Mr. J. F. Kirst

PHONE # 2700

(a) Title/Name of Report	(b) RCS	(c) m	(c) a	(d) Origination	(e) Authority	(f) CONUSA	(g) CONARC	(h) Change	(i) Explanation
Committee Report (Advisory)	OSD-1315	X		Committee Mgt-Mgt Div (consolidation) office having committee prepare individual report	AR 15-1	No	No	No	DA Required
Actual Performance Data	ATCOM-155		X	Mgt Div	CON Reg 11-6	No	Yes	No	CONARC Required
Nuclear Committee Report	CONG-1138	X		Reports Control Mgt or Program Div	AR-15-1	No	No	No	DA Required

F-IV-A-3

CONUSA Survey (cont)

(j) Use	(k) Disposition Fwd	(l) Disposition Input	(m) Disposition Retained	(n) Fwd to	(o) Rpts to Inst	(o) Initiated by	(p) Personnel Rqmt	(p) Personnel Auth	(p) Personnel Actual	(q) Remarks
None	Yes	Yes	No	CONARC	NA	Higher Hqs	1		1	
Send direct to CONARC None	No	No	No	Direct fr Installation to CONARC	NA	Higher Hqs	1	1	1	Reports submitted direct from installati to CONARC. Consolidated and published quarterly to CONUSA and installations fo info
None	Yes	Yes	No	CONARC	NA	Higher Hqs	1	1	1	Report not applicable to 1A at this time No nuclear committees

F-IV-A-4

(r)

CONARC Disposition

(1) Periodic Review of Reports--This report has been suspended since 1968.

(3) Interagency Committee Report--CONARC forwards Army reports to DA.

(4) Advisory Reports--CONARC forwards reports to DA. (There are only four Advisory Committees in CONARC.)

(5) Actual Performance Data--Data is compiled by the computer and distributed to all the CONUS installations. A copy of the report is attached at incl 1.

(6) Nuclear Committee Report--This HQ has never had occasion to make or forward Army reports to DA.